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NEWFOUNDLAND

POST OFFICE CIRCULAR

1941

POST OFFICE CIRCULAR.

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

(Index of Post Office Circular, 1941, Pages 877 - 1084)

Accounts

	PAGES
Accounts to be forwarded promptly	1068
Application for Travellers Collect Cards	1004
Cash and stock to be checked daily	939, 955
Receipts for Telegraph Expressage	955
Safeguarding cash and valuables	1042
CHEQUES	
Acceptance of	907
Discount charged	911
Date stamping of	939
Endorsement of	963, 1011
Not to be passed out as change	1000
Error Notices to be brought to account	887, 1047
REMITTANCES	
Care to be exercised when compiling	899, 1020
Envelopes to be properly sealed	927, 932, 936, 938, 944 947, 1038
Instructions re Form 1084	943, 952, 956, 959, 964, 967, 984, 1007, 1034
To contain remittance form	963, 972, 983, 1043, 1051
To be compiled by Postmaster	1000
STAMPS	
Checked on receipt	983
Credit limit not to be exceeded	1059
Prevent depletion of stocks	879, 1059, 1068
Requisition for	983, 1023

Bills for Payment

Address of payee to be clearly shown	1073
Certification of	1081
Duplicates not necessary	1051
Instructions for preparation	945, 1001, 1005, 1006
Birth Dates, verification of	997, 1014, 1037, 1048
Censors regulations re Parcels	1049
CORRESPONDENCE	
From Cairo bearing Military stamps	922
Name of office and signature of official required	886, 958, 1018
Official stationery not to be used for private correspondence	973, 1046
To men working in Construction Camps	981
To be promptly replied to	1058
With prisoners of war	987, 1029, 1032
Insufficiently prepaid	1046
Counterfeit Currency	977
DAYLIGHT SAVING TIME	
Introduction of	953
Suspension of	1049

PAGES

FUEL
Requisitions for 966
Supplies of 921, 1028, 1050
Hours of Business at Headquarters 1057
International Reply Coupons not to be exchanged 971
Information not to be divulged 1034

LEAVE
Leave of absence for duration 969, 989, 1014, 1033, 1041
Annual leave not in excess of 2 weeks 973
Annual leave for 1942 1077
Instructions regarding 954, 965, 1026
Officials not to absent themselves without authority 909, 945, 1015, 1034, 1070
Sick leave 961
Magistrates, List of 888

Mails

Care in Assorting 994, 1058, 1067
Christmas mail via Great Britain 1042
" " for Abroad 1061
" " for Newfoundland 1066
" " for St. John's 1078
Communications from Philatilists 970
Delivery of mails to meet public requirements 1010
Despatch of mails to meet public requirements 1010
Despatch of Foreign Mails Outward 1001
Greeting Cards not to be enclosed in parcels 1055
Information not to be divulged 974
Lost by enemy action 969, 981, 1007, 1019, 1058
Mail transfer receipts 999, 1006
Posted mail not to be handed back to sender 977
To be protected from weather 937
To be securely tied in bundles 941, 998

ADDRESSING
Offices having similar names 962
Return address to be shown 1049

ADVICE OF RECEPTION CARDS
Foreign, not to be registered 1051
Local to be registered 941

AIR MAILS
Countries for which may be accepted 880
Despatch to Canada and U.S.A. 902
Facilities for delivery in U.S.A. via Moncton 902
Letters to be separated from Ordinary 1070
Resumption with Syria 1038
Trans-Atlantic schedule, New York-Lisbon 954

BAGS
Care to be exercised in handling 941
Classification of bags in service 966
Correct office of destination 894
To be carefully emptied 941, 985
To be properly sealed 994
Return of 946, 989, 1033, 1050, 1066, 1074

PAGES

CHANGE IN TRAIN SCHEDULE
Branch lines 886, 946, 962
Express 946

COURIERS
Bills 954, 962, 989
Cessation of Winter, Commencement of Summer 942
Cessation of Summer, Commencement of Winter 1061, 1070, 1074, 1078, 1082
Contracts to be signed and returned 974
Correspondence from to be prepaid 953
Observance of section 3, 4, 6, 7, of contract 986, 1050, 1058
Tenders to be posted in office 937, 1050
To convey all mail one trip 894
To connect with inward and outward mails 894
Service established, Outer Cove-St. John's 1009

DATE STAMPING
Imperfect date stamping 914, 1023
Of missent letters 918

DELIVERY
Incorrect delivery 898
Treatment of underliverable correspondence 949, 981

PARCELS
Containing liquid to be securely packed 974, 1001
" Perishable food 1054

C.O.D. PARCELS
Care regarding 1075
Delivery of 933, 1003
Despatch to non-Money Order Offices 1003
Instructions when remitting for 928

DUTY PARCELS
Requests for refunds 955
Return, redirection of 930, 986
Undeliverable 1074

INSURED PARCELS
To be securely packed 1002

POSTAGE RATES
Special Notice 886
On Christmas Cards 1080
On Newspapers 1006
Reduction on parcels to H. M. Forces 1081

REGISTRATION
Acceptance of 878, 1046
Compensation for loss 958
Delivery of 990
Inquiries 905, 1026
Letters containing cash to be registered 921, 982, 1019
Missing articles to be reported 974

SERVICE
Despatch to Newfoundland Labrador 933, 1057
Mail at distribution office to be handled before local mail 982
Ministry of Information Literature 890
Resumption to Greenland 962
" " Turkey 994
" " British Somaliland 1019

PAGES

Suspension to European Countries 878
" " Roumania, Bulgaria 918
" " Hong Kong 937
" " Madagascar 962
" " Hungary, Yugo Slavia 958
" " Sweden, Finland, Syria 1003
" " Palestine (Small Packets) 1003
" " Unoccupied France 1015
" " Poland 1045

STAMPS

Fraudulent use of used stamps 909, 1038
Issue of Sir Wilfred Grenfell 1053
Not to be affixed by Postmasters 1003
To be properly cancelled 909, 1038

Money Orders

Application for authority to repay 1067
Cancelled Orders 1027
Coupon of Canadian and U.S.A. Orders to be signed by payee 940
Endorsement of 1035
Mutilated Orders 884
Payment of Canadian Orders drawn on Army Base P. O. 975
Recording of foreign paid on sheets 907
Requisitions for cash 1023
" " Money Order Books 1059

BRITISH POSTAL ORDERS 1038

ISSUING

Advices of issued on Great Britain not received 988
Care to be exercised 974, 1027
Correct date to be given 995
On places where there are no facilities 996
Orders less than $1.00 887

PAYING

Care to be exercised 975, 1043
Enquiries for payment 896

SERVICE

Suspension to Gibraltar and Portuguese colonies 939
" " Iraq 968
" " Provinces of China 975
" " Provinces of China and Japan 1000

TRANSFERS

Cost of transfer of Money to Canada and U.S.A. 1055
Date of receipt to be shown on advice 995

Deadhead service to be used for inquiries 915
Instructions to be sent to Head Office 911, 1035
Maximum to Great Britain for H. M. Forces 887
Regimental Number and Unit to be given 959
Requests for funds 1035
Total of special issue sheet "A" to be entered in British column 923

U.S.A. ORDERS

Discount for issue on Newfoundland 883, 903, 1047
Instructions from Foreign Exchange 1071
Not to be issued in excess of $25.00 943

NOTICES

Game Wardens 979
Resignations to be given one month in advance 966

NEWFOUNDLAND Ranger Force 934, 950, 978, 1067

PAGES

OFFICE STATUS

Telegraph offices opened 894, 917, 961, 969, 1033, 1037, 1047
Telephone Postal Offices opened 917, 937
Telephone Office closed 953, 985, 1065
Seasonal office opened 971, 982, 1007, 1014
" " closed 1043, 1051, 1061
Canadian Army Post Office opened 1018
Change in location, Georgestown to Maryvale 1010
Change in location, Abraham's Cove to Campbell's Creek 1066

OBITUARY 1021, 1053

POST OFFICE CIRCULAR

Index for Pages 669-876 ..... 882, 913
Application for copies 1073
Instructions 901, 917, 1021

RADIO

Care to be exercised when issuing Licence 963, 1007
Collection of Licence 1023
Collection Licences by Ranger Force 896
Non-Money Order Office 920
Certificate of Proficiency 959

RECRUITING Posters to be displayed 955

REGULATIONS

Re Gift Shipments to United Kingdom 970, 1007, 1066
" Injuries on duty 973
" Protection of valuables 888
" Retirements 877, 1045

REPAIRS TO OFFICES 1005

SALARIES

Application for increases 965
Payment of for December 1080

SCALES

Testing of 1010

STATISTICS

Information on 929
Monthly Traffic Reports 1022
Semi Annual 1941 (April) 914, 1026

Stores

EQUIPMENT

Conservation connecting plug "B" batteries 1020
" Tubes, Batteries, Line material 1047
Metal Label Holders 1020
Safes, instructions re 1042
Unused equipment to be returned 1020

REQUISITIONS

For repairs, paint, etc. 951
Instructions 998, 1037
To be addressed to Controller of Stores 990

PAGES

Telegraphs

ACCEPTANCE

Acceptance traffic Gander 935, 991
" for Director of Recruiting 946
" of collect telegrams 1036
Address of persons at Construction Camps 962
Address of senders required 971
E.F.M. for H. M. Forces Overseas 882, 1008, 1032
For members Royal Navy 907
From members of H. M. Ships 976
For passengers on steamers or trains 991, 995
Hours for acceptance Corner Brook 895
" " " St. John's 995
On Sundays and statutory holidays 907, 1020
When deposited in P. O Boxes 982
Wording of address of telegrams 914, 1060

ACCOUNTING

Checking introduced at St. John's 891
Figures to be repeated 918, 1004
Circuit sheets to be inspected 1063
Telegrams for Government Departments 910
" from U. S. Engineers 972

CONVERSATION on wireless forbidden 1067

DELIVERY

Delivery by messengers 882
Delivery of intercepted messages 991
Limit of free delivery 991
Notification of non-delivery 999
Receipts for delivery 926
To post offices having no phone 982

GREETING SERVICES

Christmas 1940 Statistics 891
Christmas 1941 Statistics 1075
Easter: Acceptance for Canada 930
Fixed Texts 926
Instructions 921
Traffic 947
Introduction of new forms 919
Mothers Day 947
Office hours 1076

MAINTENANCE

Expenditure for labour 1046
Tenders for poles 898, 902

NEWS BULLETINS

Elimination of superfluous words 895
Greetings not to be transmitted 1063
To give as much news as possible 878

OFFICIALS to become proficient in telegraphy 1084

PRIVATE TELEPHONES

Bills for 1023
Installation discontinued 1080

PUBLIC SERVICE

Interruption to Yugo Slavia 943
" " Crete 971
Resumption to Italian East Africa 1000
Suspension to Baltic States 1004
" " Greece and Crete 955

PAGES

RATES
Increase in Priority 987
Tariff books 1006
ROUTING
Change in Buchans Branch 883
" for Botwood, etc. 1036
Grand Falls repeating 943
SERVICE
Bait Intelligence 1015, 1036
Conversion of Dunville 1040
" " Cape Race 1054
G.L.T. not available to Middle East Forces 1080
Installation of duplex at Corner Brook 883
Mister and Messrs. not to be transmitted 971
Newfoundland, Canadian, U. S. Defence to be given Priority 995
Secrecy of telegrams 1017
Teleprinter operations at Gander, Topsail and Corner Brook 1007
Teleprinter operations at Grand Falls 1019
Teleprinter operations at Placentia 1047
Telegrams for St. John's on holidays 1063
Twenty-four hours service Gander 907
SERVICE MESSAGES
D.H. to be short 987, 1067
Not to be delayed 926
To be used only on important matters 955
SERVICE VIA COMMERCIAL
Censorship by Japanese 999
Rates to Estonia 887
SERVICE VIA IMPERIAL
Empire Press Rate 1036
E.F.M. Fixed Texts introduced 958, 1040
" " " deferred 963
" " " to come into effect 971
Service other than E.F.M. to H.M. Forces 1040
STUDENTS
Applications 910
Practice sets 879, 891, 903, 910
Qualifications 927
VACANCIES
Information re 889, 1015, 1025
WAR SAVINGS CERTIFICATES AND STAMPS
Cards to be properly signed 947
Certificates Books may be used 908, 976
Issued Numerically 908
Letters from officials 938
Offices handling 890, 894
Procedure when cards are complete 919
REMITTANCES
Pink Form to be used 1043
To be put in separate envelopes 898, 936, 988
To state whether for Stamps or Certificates 908, 963
Redemption 972, 1015
Serial Numbers 988, 1004
Signatures to be legible 911, 983
Spoiled Certificates 988
Stubs of Certificates 919
Stamps not to be used in place of Certificates 915
Supplies to be kept on hand 1072
WAR BONUS 1069

POST OFFICE CIRCULAR.

THURSDAY, 2nd JANUARY, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS

St. John's Telegraph Instrument Room ..... Mr. S. J. Ivany to be Operator with supervising allowance as from the 1st January, 1941.

St. John's Telegraph Instrument Room ..... Mr. E. J. Veitch to be Operator with supervising allowance as from the 1st January, 1941.

PROMOTIONS

St John's Head Office ..... Mr. A. J. Crocker to be Controller of Telecommunications as from the 1st January, 1941.

St. John's Head Office ..... Mr. M. A. Fraser to be Maintenance Engineer as from 1st January, 1941.

St. John's Head Office ..... Mr. T. G. Moore to be Superintendent Telegraphs as from the 1st January, 1941.

St. John's Head Office ..... Mr. A. M. Woolridge to be Chief Accountant as from 1st January, 1941.

RETIREMENTS

St. John's Head Office, Registry and Typing Section ..... Miss Mabel LeGrow, Stenographer, effective 31st December, 1940, on marriage.

St. John's Head Office ..... Mr. H. V. Garland, Chief Accountant, effective 31st December, 1940, on age limit.

St. John's Head Office ..... Mr. J. H. Small, M.B.E., Director of Telegraphs, effective 31st December, 1940, on age limit.

RETIREMENTS ON REACHING THE AGE LIMIT AND MARRIAGE

The Civil Service Act of 1926 provides that a Civil Servant may be called upon to retire on reaching the age of 65 and may be considered for a Superannuation allowance provided he or she has served at least ten consecutive years in the Service preceding the date of retirement. An officer has no claim to retention in the Service after reaching the age of 65 but in certain cases, particularly of Postmasters of small non-telegraph offices, continuance in the Service for a limited period after 65 may be sanctioned where it is in the interests of the Department and when the officer is in good health and continues to perform his official duties in a satisfactory manner

Rule 24 of "Rules for Discipline and Guidance of Civil Servants" provides that a woman Civil Servant shall retire on marriage but gives authority to the Head of the Department to retain her services in certain circumstances. In general, retirement on marriage is usually insisted upon but in certain cases, particularly of small non-telegraph offices, a Postmistress is allowed to continue in the Service provided her new status is not likely to conflict with the performance of her official duties.

All relief officials, Telephone Attendants and Mail Couriers, should bear in mind that they are not eligible for a Civil Service pension and that when their duties or contracts with this Department cease they have no claim upon the Department in this connexion whatsoever.

MAILS

Acceptance of Registered Articles

When a Registered article is presented for mailing, every possible care is to be taken to see that:—

(a) It is fully prepaid both as regards ordinary postage charges and registration fee.

(b) A receipt duly completed is given to the sender.

(c) That the gum label showing the office name and registration number corresponding to the number of receipt is affixed to the front of the envelope. Offices not using gum labels should have the number clearly written in ink.

(d) The senders of foreign registered articles should be asked to have address clearly written on the envelope or package.

(e) The postage stamps are properly cancelled.

(f) The article is properly date stamped on the address side and also back stamped upon the closing flap.

(g) Care should be taken to see that all articles are properly sealed before acceptance.

Mail Services Suspended

Postmasters are reminded that Parcel Post is suspended to all European Countries (except Gibraltar, Portugal and Spain), also Turkey and Syria.

Instructions should again be issued to those concerned that parcels for countries in Europe, except, those mentioned above, are not to be accepted.

TELEGRAPHS

Local News Items

The attention of all officials is again drawn to pages 482, 534, 538, 615 and 685 of the Post Office Circular, with respect to the forwarding of news items of public interest for broadcasting by radio station VONF.

Every effort should be made to see that as much worthwhile news as possible is forwarded, more especially during the winter season when the telegraph circuits are less liable to congestion and when mail services are slower and less frequent than in the period of open navigation.

Operators are reminded that press messages are not classed as deferred traffic but must be given the same despatch as full rate telegrams in every instance.

Telegraph Practice Sets

One of the major problems of the Department is the provision of substitutes, especially those with a knowledge of telegraph work, for annual leave, sick and other absences at the Outport Offices.

It is the duty of Postmasters at combined offices not to miss the opportunity of having suitable substitutes on the spot avilable to relieve them for annual leave or in a sudden emergency. Having a trained clerk available at short notice not only ensures a continuity of service but is also a source of economy to the Department because the transportation and living expenses, payable in respect of a substitute brought from another district, do not have to be incurred for a local substitute.

It is of advantage, that Postmasters, who have no student or messenger in training, should encourage some ambitious boy or girl between the ages of 15 and 20 years, and who has the necessary educational qualifications, to apply to this department for an application form with a view to entering the Post Office as a student.

If the applicant is accepted he will be given six months training with the privilege of an extension for another six months if he shows sufficient progress and interest in the work. At the end of twelve months he should be qualified to undertake relief work at the Office of his residence and also possibly at other Offices in the district.

With a view to giving such students every opportunity of learning telegraphy a number of learners' sets consisting of a key, sounder and battery have been assembled at the Stores Department. Applications for these sets may be made to the Controller of Telecommunications by Postmasters who have students in training and no spare apparatus upon which the students may practise. The supply of these sets is strictly limited and they will only be sent to those Offices where there is no other means of affording the students opportunities of learning telegraphy.

ACCOUNTS

Stocks of Postage Stamps

Postmasters should send a requisition for postage stamps to Head Office before their stock becomes depleted. In some cases, Postmasters when short of stamps forward mail to Head Office with cash enclosed to cover the amount of postage. This practice is irregular and must cease.

Correction Notice—U. S. Postal Money Order Forms

It has been ascertained that the domestic money-order forms, Nos. 22992 to 22999, inclusive, printed for use at the Post Office at Underhill Center, Vt., were not stolen as was previously reported.

Stolen United States Postal Money Order Forms

The following U. S. A. Money Order Forms have been reported stolen:—

Sedalia, Colo .. .. Nos. 38892 to 39000 inclusive
Choudrant, La ... . Nos. 122656 to 122800 inclusive

The above Money Orders, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January, 1937, and page 58 of he Circular of the 11th February, 1937, in such cases.

AIR MAIL SERVICES TO EUROPE

Postmasters are reminded that the only European countries for which air mail correspondence can be accepted are Gibraltar, Portugal, Spain, Switzerland, Vatican City State and unoccupied France.

Correspondence for Switzerland and the Vatican City State is liable to censorship by the enemy and senders should be recommended to exercise their utmost discretion as to what they send or write.

POST OFFICE CIRCULAR.

THURSDAY, 9th JANUARY, 1941

Issued by the Secretary to the Department of Posts and Telergaphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS

Little Hr., Twillingate ..... Mrs. E. Pardy to be Postmistress as from 1st January, 1941.

Hopedale ..... Mr. R. L. Stevenson to be Postmaster as from 1st January, 1941.

Outer Cove ..... Mr. Leo Doran to be Postmaster as from 1st January, 1941.

Cape Ray ..... Mr. Thomas Tapp to be Postmaster as from 1st January, 1941.

Southern Bay ..... Mr. Wm. James Quinton to be Postmaster and Telephone Attendant as from 1st January, 1941.

RESIGNATION

Brown's Arm ..... Mrs. Gerald Carroll effective 8th December, 1940.

TRANSFERS

Avondale ..... Miss Annie Ryan, Postmistress and Operator Pass Island, to be Postmistress and Operator Avondale as from 1st January, 1941.

Western Bay ..... Mr. F. Emberley, Postmaster and Operator Bay De Verde, to be Postmaster and Operator at Western Bay as from 1st January, 1941.

Pass Island ..... Miss Bessie Harris, Assistant Belleoram, to be Postmistress and Operator at Pass Island as from 1st January, 1941.

Hr. Breton ..... Mr. S. N. Spencer, Postmaster and Operator Gaultois, to be Postmaster and Operator as from 1st January, 1941.

Gaultois ..... Mr. J. T. Miles, Postmaster and Operator Indian Bay, to be Postmaster and Operator as from 1st January, 1941.

Carmanville ..... Miss Anna McGrath, Postmistress and Operator Badger, to be Postmistress and Operator as from 1st January, 1941.

VACANCY

Badger ..... Applications addressed to the Secretary, Department of Posts and Telegraphs will be received up to the 17th January, 1941, for the position of Postmaster and Operator at Badger at a salary of $660.00 per annum.

Applicants should state their names in full, date of birth, educational qualifications, whether married or single and departmental experience. Two recommendations should accompany applications.

The successful applicant will be required to furnish a birth certificate and certificate of medical fitness.

INDEX FOR POST OFFICE CIRCULAR

An index for pages 669 to 876 of the Post Office Circular is now in the course of preparation and it is hoped to have it ready for distribution early in the next month. One copy will be sent to each office and on its receipt the Circular to which it refers should be bound together and kept in a convenient place for easy reference.

Postmasters should ascertain if there is a complete set of Circulars for the year 1940 in their office and if any are missing, they should write to the Staff Clerk, and ask for fresh copies.

TELEGRAPHS

Expeditionary Force Messages (EFM)

The attention of all officials responsible for the acceptance of telegrams is drawn to pages 696 of the Post Office Circular dated the 15th February, 1940, and 851 of the 14th November, 1940, concerning the acceptance of telegrams for members of His Majesty's Forces overseas.

Officials are reminded that it is their duty to the Empire as well as to the Department to bring to the attention of persons wishing to send telegrams to members of His Majesty's Forces that these cheaper rates are available in order to avoid unnecessary expense to relatives and friends in this country.

If you are in doubt as to whether the rate is applicable to any particular country, enquiry should be made from Head Office by Service Telegram.

Delivery of Telegrams

The attention of all officials connected with the delivery of telegrams is drawn to pages 295 and 392 of the Post Office Circular. These instructions should be carefully studied and all

receipts properly checked in offices where messengers are employed, in order to ensure that telegrams were delivered to the addressee or to some responsible person representing him.

In a recent instance an important telegram was delivered by a messenger to the son of the addressee, a boy under ten years of age, with the result that the message did not reach the addressee. This irregular action on the part of the messenger resulted in very serious financial loss to the sender of the telegram and any such carelessness will in future result in severe disciplinary action being taken aainst the official involved.

Installation of Duplex Apparatus at Corner Brook Office

Duplex apparatus was brought into operation at Corner Brook Office on December 7th, 1940, on which date that office took over the repeating for all offices from Howley to Channel as well as the section from Bonne Bay to Flowers Cove and from Channel to Cape La Hune.

Change for Routing of Telegrams for Buchans Branch

As from December 7th, 1940, telegrams for Buchans, Millertown, Millertown Junction, Badger and Windsor will circulate by way of Grand Falls instead of Campbellton.

Traffic for Norris Arm will in future be repeated from the St. John's Office.

Telegraph Traffic, November 1940

	1939	1940		
Paid Telegrams (include Priority)	44,479	45,620	Increase	1,141
Priority	2,666	3,822	"	1,156
Deadhead and Service Messages	6,911	6,974	"	63
Words Public Despatch	6,297	5,574	Decrease	723
Telegram equivalent public despatch	4,200	3,720	"	480

ACCOUNTING

Money Orders Issued in the United States for Payment in Newfoundland

Postmasters are informed that a notification has been issued by the United States Postal Administration to the effect that on and after the 2nd January, 1941, Money Orders issued in the United States for payment in Newfoundland will be sold at a discount of 12%.

In regard to a Money Order issued in the United States for payment in Newfoundland in the sum of $1.00 (Canadian Money), the remitter in the United States will be charged 88c. (United States money).

As previously stated, Money Orders issued in the United States for payment in Newfoundland, are drawn in Canadian Funds, and can, therefore, only be paid for their face value in Canadian Money.

This information relative to the rate of discount allowed remitters in the United States, should be conveyed to any applicant who may inquire as to allowing a premium on orders issued in the United States for payment in Newfoundland.

Mutilation of Money Orders

Instructions have been issued repeatedly in Post Office Circulars, and are also printed on Money Order forms, that any mutilation renders the money order void; yet despite these instructions many Postmasters persist in changing the amount to correct an error instead of cancelling and issuing another money order.

This is bad enough when the order is drawn on a Newfoundland office but when it is drawn on an office in Canada or the U. S. A. it reflects seriously on the Newfoundland Postal Administration and also delays payment which sometimes creates hardship to the payee because the Canadian and U. S. A. Post Office will not cash these Orders until the amount has been confirmed by correspondence with Head Office, St. John's.

It also happens frequently that the Postmaster neglects to correct his office records when changing the amount of the order. This causes further trouble whenever the Postmaster is asked to confirm the amount of an altered Money Order.

In the interests of the service serious action will be taken against any Postmaster who persists in disregarding the instructions issued by the Secretary of the Department.

Stolen United States Postal Money Order Forms

The following U. S. A. Money Order Forms have been reported stolen:—

Armstead, Mont	47541 to 47600
Cookstown, N. J.	23217 to 24000
Los Angeles, Sta. 51, California	226621 to 226800

POST OFFICE CIRCULAR.

THURSDAY, 16th JANUARY, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

TO THE POST OFFICE STAFF

Another Christmas Season has come and gone and again Newfoundland is indebted to the Post Office Staff throughout the country who, by hard work, close application and energy, have surmounted very successfully a season of pressure unprecedented in the history of the Department, created by two periods, i.e., Christmas traffic to the men overseas in November and to the people at home here in December. The conditions during the past Season were less favourable than in past years. Temporary staff was difficult to come by and the pressure occurred when an epidemic of influenza was at its height. Many of the staff, I know, were at work when they felt little like it. I readily take this opportunity to congratulate and thank every member of the staff.

J. HAIG-SMITH.

APPOINTMENTS

Musgrave Harbour.....Mr. James Holland to be Postmaster and Operator as from 1st January, 1941.

PROMOTIONS

St. John's Head Office .....Mr. Egbert Walters to be Grade II Clerk as from 1st January, 1941.

TRANSFERS

Pilley's Island ....Mr. Ewen Norman, Postmaster and Operator, Harbour Deep, to be Postmaster and Operator as from 22nd December, 1940.

RETIREMENT

North Harbour, P.B. .....Miss M. Eddy, Postmistress and Telephone Attendant, effective 31st December, 1940, on marriage. Vacancy advertised locally.

SPECIAL NOTICE

Instances have come under observation throughout the country that letters, small packages, and parcels are being accepted at Post Offices in Newfoundland on which much less than the correct postage in stamps is paid. This means that in the aggregate a serious loss to the revenue of the country is being sustained.

It is the duty of all officials to make themselves thoroughly acquainted with the existing rates of postage and to see that all mail matter which passes through their hands either has the proper amount of postage affixed in stamps or if it does not that it is marked for tax. In the case of mail for delivery on which less than the correct postage has been prepaid, postage-due stamps to an amount representing double the amount of the deficiency should be affixed by the Postmaster and that amount collected from the addressee before the item is handed over.

The existing rates of Postage will be found on pages 707, 711, 713, 734, 746, 751, 782, 777, 801 of the Post Office Circulars.

It is the duty of every postal official to see that loss to the revenue does not occur through underpayment of any matter passing through the Postal Service.

MAILS

Changes in the Branch Line Schedule

To correspond with the main line schedule of the Newfoundland Railway referred to on Page 873 of the Post Office Circular of the 26th December, 1940, the following changes have been made:—

Carbonear Branch—Beginning 13th January, 4 trains a week.

Leave Carbonear 3.20 p.m. Mondays, Tuesdays, Thursdays and 7 p.m. Saturday.

Arrive St. John's 8.10 p.m. Mondays, Tuesdays, Thursdays and 10.45 a.m. Saturdays

Leave St. John's 9 a.m. Tuesdays. Thursdays, Fridays and 6 p.m. Saturdays.

Arrive Carbonear 1.46 p.m. Tuesdays, Thursdays, Fridays and 9.30 p.m. Saturdays

Bonavista Branch—Beginning 13th January.

Leave Bonavista 7.30 a.m. Mondays and Thursdays.

Arrive Clarenville 1.20 p.m. Mondays and Thursdays.

Leave Clarenville 11.45 p.m. Mondays and Thursdays.

Arrive Bonavista 7.10 a.m. Tuesdays and Fridays.

NOTE: This means that the express trains from St. John's 5 p.m. Monday and Thursday will make direct connection for points on the Bonavista Branch.

Argentia Branch.

No change will be made in the present schedule of the Argentia Branch.

Correspondence from Outport Offices

Renewed attention is drawn to the following appearing on pages 398 and 547 of the Post Office Circulars of the 6th October, 1938, and the 1st June, 1939:

"Many Postmasters are in the habit of forwarding correspondence, remittances, requisitions, etc., to Head Office with the name of office and/or the signature of the official omitted. These omissions result in unnecessary work at Head Office tracing the origin of these communications. In all cases both the office name and the signature of the official must be given."

These irregularities continue to occur and Postmasters responsible for same should endeavour to give greater attention to instructions issued for their guidance.

TELEGRAPHS

Rates to Estonia, Besarabia, Lithuania, Latvia and Northern Bukovina

The Commercial Cable Co. has informed this Department that on and after the 1st January, 1941, Russian rates will apply to Estonia, Besarabia, Lithuania, Latvia and Northern Bukovina.

Postmasters should make the necessary changes on their tariffs.

Correction

With reference to page 303 of the Post Office Circular of the 21st April, 1933.

Postmasters should delete Turks Island from the list of countries for which the Empire uniform rate of 30 cents for full cables through the Commercial Cable Co. applies.

ACCOUNTING

Money Order Issued for Less Than One Dollar

It has been observed that when issuing Money Orders for amounts less than one dollar many Postmasters, instead of drawing a line through the space where the dollars are shown, leave it blank thus making it possible for any dishonest person into whose hands the Money Order may fall to raise the amount.

When Money Orders are issued for amounts less than one dollar lines must be drawn through the dollar spaces as shown below:

			$	c.
	Twenty			
.....Dollars		Cents		20

Money Order Transfers by Cable to Great Britain

Postmasters are reminded that the maximum amount for transmission by cable to Great Britain is ten pounds or the equivalent of $44.70 at the present rate.

The service applies to members of the overseas forces only, for full instructions see Accounting Circular D.

Error Notices to be Properly Brought to Account

Postmasters claiming error notices in their accounts are asked to enter them in the space provided on the reverse side of the account. It is important that the number and amount be entered correctly.

PROTECTION OF VALUABLES

The following rules are to be observed by Postmasters for the protection of cash, registered articles and other valuables in their care.

The doors and windows of Post Offices should be carefully locked and bolted at nights and during meal hours.

Cash, Stamps, Registered, Insured and other valuables should be kept in the safe when the office is closed, at offices where safes are provided.

Particular attention is directed to the fact that should an investigation following a robbery disclose that sufficient protection was not accorded Post Office property, either through carelessness or indifference, the officials concerned may be required to make good any loss involved.

In all cases where a robbery has been committed the Postmaster should report it immediately by telegraph to the Secretary of the Department.

LIST OF MAGISTRATES

Postmasters will add to the list of Magistrates and Towns where each is stationed, which appears on page 851 of the Post Office Circular, the following:

H. W. Quinton ... . Grand Bank

POST OFFICE CIRCULAR.

THURSDAY, 23rd JANUARY, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

TRANSFERS

Corner Brook ..... Mr. R. O. Janes, Assistant Deer Lake, to be Assistant Corner Brook as from 1st January, 1941.

Corner Brook ..... Mr. F. Ford, Assistant, Grand Falls, to be Assistant Corner Brook as from 1st January, 1941.

VACANCIES

Applications for the following vacancies should be addressed to the Secretary and the usual procedure when applying should be followed:—

Bay de Verde ..... Postmaster and Operator. Salary $240.00 per annum. Closing date 24th January, 1941.

Belleoram ..... Messenger Assistant. Salary $120.00 per annum. Closing date 24th January, 1941.

Channel ..... Assistant. Salary $720.00 per annum. Closing date 24th January 1941.

Harbour Deep ..... Postmaster and Operator. Salary $420.00 per annum. Closing date 24th January, 1941.

Rose Blanche ..... Messenger. Salary $120.00 per annum. Closing date 24th January, 1941.

Badger ..... Postmaster and Operator. Salary $660.00 per annum. Closing date 24th January, 1941.

Windsor ..... Postmaster and Operator. Salary $840.00 per annum. Closing date 24th January, 1941.

Applications for Vacancies

When officials of this Department make application for vacancies advertised through the medium of the Post Office Circular, they should take care that they give at least all the information asked for.

Cases occur where applications of the following nature are received, "Please accept my application for ..... , age .....

The following information is the least that should be given in an application for a vacancy:

1. Full name.
2. Date of Birth (i.e. year, month and day of month).
3. Highest educational qualifications.
4. Departmental experience (the places at which the official has worked and the approximate time and type of work performed; and salary).
5. Whether married or single.
6. The names of two people, outside the Service to whom application may be made with reference to character.
7. Any other information the candidate may care to give.

Postmasters should take note of these instructions and bring them to the attention of their staff.

Notice

The staff should refrain from submitting their applications for vacancies unless they are prepared to accept unconditionally the appointment if offered to them. A great deal of inconvenience has been caused recently by candidates whose applications have been favourably considered and who, after being offered promotion have replied that they would accept provided an increase in salary is granted, or furnish other reasons why they cannot accept.

Officials guilty of such refusals will find that the circumstances will be taken into account in considering any future application they may submit for promotion.

Ministry of Information Literature

Ministry of Information literature passing through the post is conveyed free of any postage charge. This literature will be posted under the franking arrangements or endorsed "Ministry of Information Literature."

WAR SAVINGS CERTIFICATES

The following is a list of offices at which War Savings Certificates may be purchased:—

Badger
Badger's Quay
Bay Roberts
Bishop's Falls
Bonavista
Botwood
Buchans
Burgeo
Burin
Campbellton
Carbonear
Catalina
Clarenville
Corner Brook
Deer Lake
Exploits
Fogo
Fortune
Grand Bank
Grand Falls
Greenspond
Harbour Grace
Heart's Content
King's Cove
LaScie
Little Bay Islands
Marystown
Placentia
Ramea
St. Anthony
Springdale
St. John's General
St. John's East
Topsail
Trinity
Twillingate
Wesleyville
Windsor

TELEGRAPHS

Checking

On the 9th January, 1941, the system of telegraph checking already in effect at the Head repeating offices at Corner Brook, Grand Falls, Campbellton and Placentia was introduced at St. John's and Topsail offices.

Under this system telegrams to and from offices worked direct from a Head repeating office are checked in that office. This results in a speeding up of the checking process and generally results in the discovery of failures or misrouting of telegrams within twenty-four hours.

It is essential that check reports be sent to Head repeating offices before 10 a.m. each day and that care be taken in preparing these reports in order to avoid delay in the operation of the new system by reason of unnecessary servicing for corrections.

December Telegraph Traffic

	1939	1940		
Paid Telegrams (including Priority and Greeting Telegrams)	64,883	65,595	Increase	712
Deadhead and Service messages	5,649	6,669	Increase	1,020
Words Public Despatch	6,719	5,847	Decrease	872
Telegram equivalent Public Despatch	4,480	3,900	Decrease	580

Renewed attention is called to the necessity for using the Deadhead and Service message systems only in case of emergency.

Christmas and New Year Greeting Traffic

	1939	1940		
Telegrams at Special rates	19,028	11,642	Decrease	7,386
Telegrams at Full rates	5,104	9,742	Increase	4,638
Totals	24,132	21,382	Decrease	2,750

Students and Messengers

Postmasters who have students or messengers studying telegraph at their offices should make a copy of the following questionnaire, answer the questions and return by the first mail to the Secretary:

(1) Is your Messenger-Student studying telegraphy?_____

(2) At what rate can he send?_____

(3) At what rate can he receive?_____

(4) Is he familiar with Post Office work?_____

(5) Is he qualified for relief work?_____

NAME_____

AGE_____

ENTERED SERVICE_____

ACCOUNTING

Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in Money Order Service during the month of September, 1940:

Office	No. of Errors	Number Orders Issued and Paid during September 1940
Bay Roberts	5	327
Burgeo	5	147
Corner Brook	5	1855
Gambo	4	197
Gander	4	737
Grates Cove	4	31
Hodges Cove	5	56
Lewisporte	6	268
Millertown	4	239
Nippers Harbour	4	79
		3936

Total No. of Orders issued during September	20,033
Total No. of Orders paid during September	8,858
	28,891
Total No. of Errors	238
Percentage of Errors	.82
i.e. approximately 8 errors for each 1,000 Orders issued and paid.	
Total No. of Figure Errors	194
Percentage of Figure Errors	.67
i.e. approximately 6½ errors for each 1,000 Orders issued and paid.	

Stolen U. S. A. Postal Money Order Forms

The following U.S.A. Money Order Forms have been reported stolen:

Grantville, Utah	92496 to 92600 inclusive
Los Angeles, Station 26, Calif.	200664 to 201400 inclusive
Tionesta, Calif.	5350 to 5800 inclusive

The above Money Orders, if presented at a Newfoundland Office must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January, 1937 and page 58 of the Circular of the 11th February, 1937, in such cases.

POST OFFICE CIRCULAR.

THURSDAY, 30th JANUARY, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS

Corner Brook ..... Mr. Frederick Tilley to be Assistant as from 21st January, 1941.

Argentia ..... Miss K. M. Nugent to be Messenger as from 1st January, 1941.

Harbour Breton ..... Mr. Arch Jensen to be Messenger Assistant as from 13th January, 1941.

Brookfield ..... Miss Sadie Roberts to be Postmistress and Telephone Attendant as from 1st January, 1941.

TRANSFERS

Corner Brook ..... Mr. D. P. Heath, Assistant, Channel, to be Assistant Corner Brook as from 20th January, 1941.

Corner Brook ..... Mr. Austin Vatcher, Messenger, Rose Blanche, to be Assistant Corner Brook as from 20th January, 1941.

Grand Falls ..... Mr. J. Moriarty, Postmaster and Operator, Windsor, to be Assistant Grand Falls, as from 1st January, 1941.

RESIGNATIONS

Brookfield, B.B. ..... Miss Evelyn Gaulton, Postmistress and Telehone Attendant, effective 31st December, 1940.

RETIREMENTS

Indian Islands ..... Miss Lydia Frampton, Postmistress and Operator, effective 31st December, 1940, on marriage.

VACANCY

Indian Islands ..... Postmaster and Operator. Salary $420.00 per annum. Applications will be received up to the 7th February, 1941.

MAILS

Mail Bags to Give Correct Office of Destination

It has come to the notice of Head Office that some Postmasters are forwarding bags of mail without the correct office of destination. Mail bags have been despatched with the same label attached as when the bags were received. This causes serious delay and inconvenience to mail clerks and there is every possibility of the bags containing mail being returned to the office of origin.

Postmasters should take care that such carelessness does not recur.

Conveyance of Mails by Couriers

Postmasters at starting points for couriers are requested to draw their attention to Section 7 of their contract, which reads as follows:—

> "In the event of the Contractor being unable to carry by his ordinary means of conveyance all the mail offered for any trip, the Contractor shall provide, at his own expense, additional means of conveyance for such surplus mail. Such surplus mail shall be carried at the same time as the regular mail for the trip in question."

When a courier does not take all the mail offered in one trip a report should be made to the Secretary.

Winter Courier Services

The attention of Postmasters is drawn to the item appearing on page 249 of the Post Office Circular of the 20th January, 1937, which reads as follows:—

> "Unless weather conditions make it impossible to do so, Couriers should connect with each other with both inward and outward mails. A Courier should not leave his farthest point on the return journey without the mails from Couriers at points farther distant. This applies particularly to mails for outward despatch. In a few cases it has been found that Couriers reach their destination points with inward mails and return to their starting points without waiting for the connecting Courier with outward mails. It is the duty of Postmasters to see that an inward and outward mail is conveyed on every trip and any failure in this connection must be reported immediately by telegraph to the Secretary."

WAR SAVINGS CERTIFICATES

Postmasters should add to the list of offices at which War Savings Certificates may be purchased:—

"GANDER"

This list was published on the 23rd January, 1941, Post Office Circular, page 890.

TELEGRAPHS

Telegraph Facilities Introduced

Telegraph facilities have been introduced at Benton (Railway Station) as from the 17th January, 1941. The call letters are "JN."

Errors, Delays and Failures

During the month of November there were 3 errors and 2 failures.

Fines of ten cents were imposed on the following:—

For failures of Service:

Miss Fowlow, Operator, St. John's
Miss Hansford, P.M., Clarenville.
Miss Frampton, P.M., Windsor.
Mr. Elliott, Operator (Temporary) Campbellton.
Mrs. Porter, P.M., Elliston.

During the month of December there were 2 errors and 1 failure.

Fines of ten cents were imposed on the following:—

For failures of Service:

Mr. Toms, Messenger, Bishops Falls

For error resulting in goods other than ordered being shipped:

Mr. Bartlett, P.M., Pools Cove.
Mr. Dawe, P.M., Placentia.

For error resulting in goods ordered being misdirected and delayed in reaching orderer:

Mr. Sansome, Operator, Corner Brook.
Miss Davis, Operator, St. John's.

HOURS OF ACCEPTANCE OF TELEGRAMS AT CORNER BROOK

As from Wednesday, 22nd January, 1941, telegrams will be accepted in accordance with following schedule:

DAILY EXCEPT SUNDAYS AND HOLIDAYS

9 a.m. to 6 p.m.—All Classes of Telegrams.

6 p.m. to 8 p.m.—Urgent (Priority) Local Telegrams for St. John's, Gander and Botwood only. Ordinary full rate telegrams for places outside Newfoundland including Newfoundland-Labrador.

HOLIDAYS EXCEPT GOOD FRIDAY, CHRISTMAS AND NEW YEAR'S DAYS

9 a.m. to 12 Noon—All Classes of Telegrams.

5 p.m. to 6 p.m.—All Classes of Telegrams for external points including Newfoundland Labrador and Local Telegrams for St. John's, Gander and Botwood only Urgent (Priority) Local Telegrams for St. John's, Gander and Botwood only and ordinary full rate Telegrams for external points including Newfoundland-Labrador will be accepted after 6 p.m. and up to 7 p.m.

SUNDAYS, GOOD FRIDAY, CHRISTMAS AND NEW YEAR'S DAYS

As at present.

Local News Service

Attention is drawn to notice on page 685 regarding elimination of superfluous and unnecessary words.

ACCOUNTING

Radio Licences

Permission has been granted to members of the Newfoundland Ranger Force at the following detachments to collect Radio Licence Fees on behalf of this Department:

Glenwood
Deer Lake
Bonne Bay
Port Saunders
St. Anthony
Englee
Springdale
Twillingate
La Scie
Lewisporte
Gambo
Badger
St. George's
Port au Port
Port aux Basques
Rose Blanche
Burgeo
Harbour Breton
Belleoram
Grand Bank
Burin
Lamaline
St. Lawrence
Cox's Cove
Flower's Cove
Fortune
Marystown
Jackson's Arm
Codroy Valley
Bay L'Argent
Stephenville Crossing
Newfoundland Airport
Point Leamington
Petit Forte
Howley

Enquiries Regarding Payment of Money Orders

Enquiries regarding payment of Money Orders cannot be considered unless the remitter has received notice of non-receipt from the payee, or has a good reason for assuming the order lost in transit.

Postmasters are requested to enquire into the circumstances before forwarding enquiries of this nature to Head Office.

In the event of a duplicate Money Order being required, Postmasters are requested to state in whose favour, payee or remitter, the duplicate is to be issued.

POST OFFICE CIRCULAR.

THURSDAY, 6th FEBRUARY, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS

Brown's Arm ..... Mrs. Stephen Janes to be Postmistress as from the 8th December, 1940.

Champney's East ..... Mrs. John Dewling to be Postmistress and Telephone Attendant as from the 29th January, 1941.

Bay de Verde ..... Mr. Paul Emberley to be Postmaster as from 1st February, 1941.

Belleoram ..... Miss Effie Harris to be Messenger Assistant as from the 1st February, 1941.

Harbour Deep ..... Miss Elsie Murcell to be Postmistress and Operator as from 1st February, 1941.

New Chelsea ..... Miss Mildred Harris to be Postmistress and Telephone Attendant as from the 1st January, 1941.

North Harbour, P.B. ..... Miss Louise Eddy to be Postmistress as from the 1st February, 1941.

TRANSFERS

Windsor ..... Miss Meta Frampton, Postmistress and Operator Bay Bulls, to be Postmistress and Operator, Windsor, as from the 1st February, 1941.

RESIGNATIONS

Jacques Fontaine ..... Mrs. Thomas Harris, Telephone Attendant, effective 31st January, 1941.

Monroe ..... Miss Daisy Stone, Postmistress and Telephone Attendant, effective the 15th February, 1941.

VACANCY

Bay Bulls ..... Postmaster and Operator. Salary $420.00 per annum. Closing date the 13th February, 1941.

WAR SAVINGS CERTIFICATES

Remittances for War Savings Certificates must be put in a separate Cashier envelope and marked "WAR SAVINGS CERTIFICATES."

Remittances for War Savings Stamps must not be enclosed with applications for certificates.

MAILS

Wrong Delivery of Mail

It sometimes happens that a letter or other item of mail is, through inadvertence, delivered to a person other than the correct addressee or his Agent by a Letter Carrier or through the General Delivery or a Post Office Box. If the item is handed back at once unopened no serious harm is done but if the receiver opens it before handing it back the Postmaster or other delivering officer is in a position of some difficulty in explaining the circumstances when he comes to deliver the item to the correct addressee.

In such cases it is always best to explain the circumstances fully to the addressee and to offer an apology. He is entitled to such an explanation and any attempt on the part of the delivering officer to evade the issue or tell anything less than the full truth will only serve to create suspicion in the mind of the addressee.

The delivering officer should ask the person who wrongly opened the item to endorse the back of the envelope in some such terms as "Delivered to me by mistake and opened inadvertently" or "Delivered to me by mistake, not for me"; and sign his name. If the person concerned refuses to do this the delivering officer should endorse the back of the envelope "Delivered by mistake to Mr. ....., opened by him and handed back," and sign his own name. The delivering officer should take a note of the circumstances for future reference if necessary. Any appreciable delay between the time delivery is made to the wrong person and the time it is handed back should also be noted. If it seems advisable that Headquarters should be informed a report should be made to the Secretary.

A letter, etc., which has been wrongly delivered and opened should be resealed as neatly as possible before delivery to the correct addressee.

TELEGRAPHS

Tenders for Poles

The following Notice calling for tenders for poles, which has been published in the Press, should be copied by all Postmasters and exhibited in a prominent place on the public side of the office:—

NOTICE

Tenders are invited for a supply of telegraph poles for the following sections:

Between Arnold's Cove and Notre Dame Junction—
882 poles 20 feet in length, 6 inch top diameter.
3 poles 30 feet in length, 5 inch top diameter.

For Brigus Branch—
To be loaded on cars, between St. John's and Placentia Junction or on the Brigus Branch Railway.
110 poles 18 feet in length, 5 inch top diameter.
2 poles 25 feet in length, 5 inch top diameter.

For Carbonear Branch—
390 poles 18 feet in length, 5 inch top diameter, 150 of which to be landed in safety above high-water mark at Carbonear and the remainder of 240 poles at Old Perlican.

Tenders may also be offered for the total of 390 poles delivered and distributed along the line between Carbonear, Old Perlican, Grates Cove and Bay de Verde as directed by the Department.

For Heart's Content Branch:
192 poles 18 feet in length, 5 inch top diameter, to be landed in safety above high-water mark at Hant's Harbour or delivered and distributed along the line between Heart's Content and Brownsdale as directed by the Department.

For Placentia Branch—
To be loaded on cars, between Clarenville and St. John's, or on the Placentia Branch Railway.
185 poles 18 feet in length, 5 inch top diameter.

All the above poles must be black spruce or juniper, sound, straight timber, fully rinded, measuring not less than the diameters specified at the top for each class of poles. Delivery to be made not later than the second day of June, 1941.

Tenders should state the price per pole loaded on railway cars at sidings and at what points on railway poles would be loaded.

The lowest or any tender will not necessarily be accepted and the Department in accepting the price of any tender reserves the right to determine the number of poles which shall be supplied by any contractor.

Tenders will be received up to the 8th February, 1941, addressed to the Secretary for Posts and Telegraphs.

Envelopes should be marked "Tenders for Poles" and in each case the quantities and dimensions of poles offered should be stated.

SECRETARY FOR POSTS AND TELEGRAPHS.

ACCOUNTING

Remittances to Cashier

The disorderly and careless manner in which remittances, received from many Post Offices, are made up is causing much inconvenience at Head Office, resulting in a considerable loss of time.

Postmasters must prepare each remittance in accordance with the following instructions:

(a) Gather together the money it is proposed to remit on any one account.

(b) Separate coin, bank notes and cheques, and make up the remittance form in accordance with instructions appearing in Accounting Circular, and from time to time in the Post Office Circulars.

(c) Enclose in a small envelope the coin to be remitted, marking on the outside the amount enclosed and the account to which it is to be credited.

(d) Arrange the Bank Notes face upwards in order of denomination and then arrange cheques in a similar manner.

(e) Fold the remittance form around the Bank Notes and cheques—do not fold the Bank Notes and cheques—and place in the large CASHIER ENVELOPE provided for the purpose.

(f) MAKE A SEPARATE REMITTANCE FOR EACH CLASS OF BUSINESS. For example, Postmasters remitting for Stamps, Duty, Radio Licences and Registered Envelopes, will make up four remittances in accordance with the above instructions.

All remittances to the Cashier must be enclosed in the same CASHIER ENVELOPE.

Stolen United States Postal Money Order Forms

The following U.S.A. Money Order Forms have been reported stolen:—

Stickney, W. Va. ... . Nos. 14801 to 15000 inclusive

The above Money Orders, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January, 1937, and page 58 of the Circular of the 11th February, 1937, in such cases.

POST OFFICE CIRCULAR.

THURSDAY, 13th FEBRUARY, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS

Clarenville ..... Mr. Wallace Balsom to be Assistant temporarily as from the 4th February, 1941.

Rose Blanche ..... Mr. Ralph Strickland to be Messenger as from the 25th January, 1941.

TRANSFERS

Badger ..... Mr. William G. Raymond, Messenger, Catalina, to be Postmaster and Operator Badger as from the 3rd February, 1941.

Channel ..... Mr. A. Stanford, Postmaster and Operator Port Blandford, to be Assistant Channel as from the 5th February, 1941.

Gander ..... Mr. G. N. Lillington, Assistant Clarenville, to be Assistant at Gander temporarily as from the 4th February, 1941.

VACANCY

Port Blandford ..... Postmaster and Operator. Salary $420.00 per annum. Closing date for applications 20th February, 1941.

POST OFFICE CIRCULAR

Postmasters should keep their Circulars in a binder, with the Circulars for a complete calendar year in order so that easy reference may be made. If there are any Circulars missing Postmasters should apply to the Staff Clerk for fresh copies.

MAILS

Air Mails

The introduction of a twice daily Airmail service between Moncton, New Brunswick and Bangor, Maine, makes it possible for Air Mail letters intended for delivery in the U.S.A. or for forwarding from the U.S.A. to other countries to be given air transport from Moncton. Letters forwarded in this manner are subject to a charge of 6c. per half-ounce, in addition to the Air Mail rates already advertised (see page 650 Post Office Circular). For example, the rate for an air mail letter for delivery in the U.S.A. which is carried by surface means to New York and thence by air to its destination is 15c. per half-ounce. The rate on an Air Mail letter for delivery in the U.S.A., which is intended for despatch by air from Moncton is 21c. per half-ounce.

Letters marked "By Air Mail" on which insufficient postage has been paid must be sent by surface means. The indication "By Air Mail" should be deleted, and the letters endorsed "Short Paid—Surface Means."

This notice should be copied and posted in the lobby for the information of the public.

Despatch of Air Mails

Air Mail letters which are fully prepaid should be despatched as follows:—

1. For delivery in Canada	To Halifax and Sydney R.P.O.
2. For despatch by Air from Moncton for delivery in or Forwarding from U.S.A.	To Halifax and Sydney R.P.O.
3. For despatch by Air from New York for delivery in or forwarding from U.S.A.	To New York, enclosed in a bag labelled New York or Boston.

TELEGRAPHS

Tenders for Poles

Notices calling for tenders for poles on the following sections or parts thereof were mailed to the telegraph offices concerned on January 27th, 1941:

Arnold's Cove, Bay L'Argent, Belleoram, Brig Bay, Burin, Channel, Clarenville, Coachman's Cove, Daniels Harbour, English Harbour West, Gambo, Gander Bay, Garnish, Grand Bank, Griquet, Harbour Buffett, Jackson's Arm, Jersey Harbour, King's Cove, Lethbridge, Little Bay, La Poile, Marystown, Nippers Harbour, Pilley's Island, Port au Port, Port Blandford, Port Saunders, Princeton, Rose Blanche, St. Andrews, St. John's to Cape Race, St. Anthony, Sound Island, Stone's Cove, Tacks Beach, Trinity, Whitbourne.

Postmasters should post notices calling for tenders to supply poles in a prominent place on the public side of the office immediately on receipt of this Circular. Telephone offices should be given a copy of the notice over the telephone immediately on receipt.

Telegrah Traffic Year 1940

	1939	1940		
Paid Telegrams (including Priority and Greeting Telegrams)	516,716	557,109	Increase	40,393
Priority	28,201	32,431	"	4,230
Greetings	33,454	31,583	Decrease	1,871
Paid Phono-Telegrams	13,043	14,462	Increase	1,419
Total Paid Traffic	529,759	571,571	"	41,812
Deadhead and Service Messages	86,089	81,039	Decrease	5,050
Telegram Equivalent Public Despatch	77,310	45,950	"	31,360
Total Traffic	693,158	698,560	Increase	5,402

There were 31 complaints of errors and 22 complaints of failure of service during 1940.

Telegraph Traffic January 1941

	1940	1941		
Paid Telegrams (including Priority)	30,156	34,718	Increase	4,562
Priority	2,235	2,612	"	377
Phono-Telegrams	1,065	1,114	"	49
Total Paid Traffic	31,221	35,832	"	4,611
Deadhead and Service Messages	6,019	6,730	"	711
Telegrams equivalent Public Dsepatch	3,990	3,820	Decrease	170
Total Traffic	41,230	46,382	Increase	5,152

Errors, Delays and Failures

During the month of December 1940 there was one failure of service recorded, in connection with which a fine of ten cents has been imposed on Mr. Dawe, Postmaster, Clarke's Beach.

There were no complaints of errors or delays.

Students and Messengers

It is essential that Postmasters, who have students or messengers at their offices, answer the questionnaire published in the Post Office Circular of the 23rd January, 1941, page 891.

This questionnaire should be completed and forwarded addressed to the Secretary by the first mail.

ACCOUNTS

Money Orders Issued in the United States for Payment in Newfoundland

Postmasters are informed that a notification has been issued by the United States Postal Administration to the effect that on and after the 1st February, 1941, Money Orders issued in the United States for payment in Newfoundland will be sold at a **discount of 14%.** See page 883 of the Post Office Circular of the 9th January, 1941, for further instructions.

Stolen United States Postal Money Order Forms

The following U.S.A. Money Order Forms have been reported stolen:—

Glenflora, Tex. ... 73096 to 74000 inclusive
Newark, Station 16, N.J. ... 77103 to 77200 inclusive

The above Money Orders, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January, 1937, and page 56 of the Circular of the 11th February, 1937, in such cases.

POST OFFICE CIRCULAR.

THURSDAY, 20th FEBRUARY, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

SPECIAL ATTENTION IS DRAWN TO THE ARTICLE IN THIS CIRCULAR ON SHORT POSTAGE.

PROMOTIONS

St. John's Head Office ..... Mr. D. J. Mealey to be Acting Grade II Clerk as from the 1st Janary, 1941.

St. John's Head Office ..... Mr. D. R. Clarke to be Acting Staff Clerk as from the 1st January, 1941.

St. John's G. P. O. ..... Mr. Thomas Crotty to be Assorter as from the 13th January, 1941.

RESIGNATIONS

Argentia . . .... Mr. V. M. Nugent, Postmaster and Opertaor, effective 9th February, 1941.

MAILS

"Procedure When Sender Enquires About a Register or an Insured Parcel After Date of Posting

It has become necessary to repeat page 224 of the Post Office Circular of the 9th December, 1937:

If at any time after the date of posting the sender of a register or an insured parcel makes enquiry with regard to the delivery of same and desires the Department to make an investigation, the following procedure should be observed:

(1) The sender should be given an Advice of Reception Card and asked to fill in his name and address on the front in the space provided.

(2) A fee of 5 cents should be collected from the sender and a stamp of this value given in exchange which the sender should affix to an official memorandum form and hand back to the Postmaster who should cancel the stamp with a clear impression of the office date-stamp.

(3) The Postmaster should enter on the front of the Advice of Reception Card the particulars of the register or insured parcel and should write on the memorandum form the particulars of despatch of the article from his office, e.g., 'Register No. 264 despatched from Heart's Content on 22nd June, 1937, to N.N.W. Railway, via Whitbourne Letter bill No. 63.'

(4) The Advice of Reception Card and the memorandum form should be despatched together in an envelope addressed to the Secretary for Posts and Telegraphs, St. John's.

(5) The Secretary will forward the card in an envelope addressed to the Postmaster of the office of delivery and request him to obtain the signature of the addressee of the register or insured parcel and to sign his name on the card as evidence of delivery. The Posmtaster of the office of delivery will then return the card in an envelope addressed to the Secretary who will forward it to the sender of the article concerned.

(6) If the Postmaster of the office of delivery cannot prove delivery of the register or insured parcel he should make an immediate report accordingly to the Secretary and return the card to him.

(7) Postmasters must clearly understand that with the introduction of this system it is strictly forbidden for Deadhead telegrams to be sent on enquiries with regard to registers or insured parcels. If the sender desires a telegram of enquiry to be sent he should be required to pay for it. Following receipt of these instructions Postmasters will be charged with the cost of Deadhead telegrams for which they may be responsible in this connection.

Postmasters should take steps to bring the Advice of Reception Service to the notice of the public but without incurring expense thereby."

Special attention is drawn to paragraph "2" of the above. Certain offices continue to forward Advice of Reception Cards with registers and do not collect this fee of .5c. from the senders at least they do not see that stamps to the value of .5c. are affixed to the cards. All officers are instructed to give this matter their special attention as their carelessness results in a loss of revenue.

Mails Insufficiently Prepaid

As a result of a check being made recently of mail matter received at St. John's from outport offices it was observed that the postage on several items was not fully prepaid and on some items no postage paid at all. These items were delivered to the addresses who had to pay double the amount of the deficiency on receipt.

The following offices were at fault:

Argentia, Badger, Bay Roberts, Bell Island, Bell Island Mines, Bonavista, Branch, Bay Bulls, Cape Broyle, Corner Brook, English Harbour East, Exploits, Eastport, Ferryland, Fermeuse, Fogo, Gander, Grand Bank, Grand Falls, Lethbridge, Moreton's Harbour, Placentia, Portugal Cove, Renews, St. Andrews, Springdale, Summerford, Tizzard's Harbour, Tor's Cove, Topsail and Trinity.

Postmasters will in future please have the postage on mail posted at their offices checked before it is despatched and if it is noticed that the postage on any item is not fully prepaid steps should be taken if possible to have the sender affix stamps to the amount of the deficiency. If the sender cannot be contacted before the closing of the mail this item should be forwarded taxed.

Postmasters are referred to the special notice on page 886 of the Post Office Circular of the 16th January, 1941.

TELEGRAPHS

Service at Gander

A twenty-four hour continuous service has been introduced at Gander as from the 30th January, 1941.

Acceptance for Members of the Royal Navy Serving in H. M. Ships

Telegrams for members of the Royal Navy serving in His Majesty's ships must be addressed C/o G.P.O. London and must not be accepted addressed to named ports. The G.P.O. London will forward such telegrams to their proper destinations. Telegrams will, of course, bear all other address particulars necessary to effect deliveries.

Acceptance on Sundays and Statutory Holidays

On and after the 1st March, 1941, the practice of accepting all classes of Telegraph Traffic on Sundays or statutory holidays, when offices are closed except between the hours of 9 and 10 a.m., will cease, and, from that date, **only full rate foreign** and **local priority rate telegrams** will be accepted on these days.

This notice cancels the instructions contained on page 299 of the Post Office Circlar dated the 14th of April, 1938.

ACCOUNTING

Remittance of Cheques to Cashier or Bank

Postmasters who accept cheques in payment for Money Orders, Stamps, Duty, etc., do so at their own risk if the cheque has not been certified by the Bank, on which it is drawn. A notice to this effect was published on page 160 of the Post Office Circular of the 19th August, 1937.

When, however, cheques are accepted by a Postmaster and forwarded as part of his remittance to the Cashier, G.P.O. St. John's, or to the Bank, if the remittance must be made to the Bank, he should take great care that **he stamps the office name on the back of the cheque clearly with his office stamp.**

This precaution is necessary to ensure the crediting of the cheque to the proper office. It also saves time at Head Office and the Bank who have to write on the back of the cheque the office from which it came. This applies to all cheques, whether Government or private.

Recording of Foreign Paid Money Orders on Paid Sheet

Postmasters are again reminded of the importance in stating the office of issue when listing paid Money Orders on their respective sheets. Full particulars of the office of origin must be stated.

In the case of Canadian or American Orders the serial number, City and Station must be recorded thus:—

674261 Brooklyn Sta. V. N.Y.

Having the place "Brooklyn" shown on paid sheet in this case would be insufficient reference.

WAR SAVINGS CERTIFICATES

War Savings Certificate Books

Persons having War Savings Certificate Books may continue to use them or have them cancelled and use the War Savings Certificate now being issued. To have a book cancelled it must be sent to this office with instructions to cancel. New certificates will be issued, dated the same date as entries in the books, and forwarded to the owner. If a person wishes to continue using his War Savings Certificate Book he will fill in an application form in the usual way and the Postmaster will forward the application form, the cash to cover and the book to this office. **POSTMASTERS ARE NOT TO MAKE ENTRIES IN WAR SAVINGS CERTIFICATE BOOKS.**

Issuing

Certificates must be issued in strict numerical order. Printing must not be accepted as a signature.

Remittances

Postmasters remitting cash to the Cashier G.P.O. on War Savings Account should state whether for Certificates or Stamps on the pink remittance form.

POST OFFICE CIRCULAR.

THURSDAY, 27th FEBRUARY, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS

Bay Bulls .....Miss Marjorie Mulcahy to be Postmistress and Operator as from the 1st February, 1941.

Monroe .....Mrs. George Stone, to be Postmistress and Telephone Attendant as from the 17th February, 1941.

Jacques Fontaine .....Mrs. Thomas Harris has been re-appointed Telephone Attendant as from the 1st February, 1941

RESIGNATIONS

Ochre Pit Cove .....Miss Bertha White, Postmistress and Telephone Attendant, effective 28th February, 1941. (Vacancy advertised locally)

Woodfords .....Mrs. Bessie Crawley, Postmistress, effective 31st March, 1941. (Vacancy advertised locally).

ABSENCE FROM DUTY WITHOUT AUTHORITY

It has been brought to notice that Postmasters at certain offices have been in the habit of leaving their offices in charge of another person without receiving authority from Head Office.

Postmasters are warned that this is strictly forbidden and any case which comes under notice of an official passing over the work of his office to any person, without first receiving the authority of the Secretary, will be regarded as a serious offence. The salary cheque of the official concerned will be withheld until the matter has been investigated and the report for the term of absence has been verified at Head Office.

In all cases where leave, whether sick, annual or special, has been granted the official concerned should report to the Staff Clerk the date he leaves and resumes duty.

MAILS

Cancellation of Stamps

It has come under notice that mail of all classes is being continually received from a number of offices throughout the country bearing uncancelled stamps. Officials in charge of offices are reminded that besides creating a considerable amount of unnecessary work for officials at receiving points, this is a definite breach of the Rules. (See Post Office Circular of the 26th December, 1940, Page 873).

All offices have been supplied with the necessary equipment for cancelling Postage Stamps on correspondence and any failure in this respect can only be put down to the carelessness and inefficiency on the part of the official concerned.

TELEGRAPHS

Bills for Government Departments

Postmasters are reminded that bills for Government Departments must be certified by the official of the Department to whose account the telegrams are charged. In many cases bills have been received by Head Office with no copies of the telegrams attached. Copies of all messages charged against Government Departments must be submitted with the certified bill. The original messages must be retained in the office and not attached to the bill.

Applications to Learn Telegraphy

Applications have been received from Postmasters on behalf of persons desiring to learn Telegraphy. In future, Postmasters should inform any person who applies to him to learn Telegraphy that application should be made direct to the Secretary. The application will then be given consideration and the party advised if his application is approved or refused.

Under no circumstances should a Postmaster accept a student without prior approval of the Secretary.

Postmasters are reminded that the questionnaire published on Page 891 of the Post Office Circular of the 23rd January, 1941, should be answered and returned by first mail to the Secretary.

Practice Sets

Postmasters are advised that there are no practice sets on hand at present.

Correction

On Page 903 of the Post Office Circular of the 13th February, 1941, a fine of 10c. was imposed on Mr. Dawe, Postmaster, Clarke's Beach, for failure of service during the month of December, 1940.

This should read Miss Olga Bishop, the relief Postmistress at Clarke's Beach.

ACCOUNTING

Remittances to Cashier

When making remittances to the Cashier the following points should be borne in mind:—

(1) Remittances must be registered and properly sealed.

(2) Cashier envelopes must be used. (If there are no Cashier envelopes on hand the Accountant envelopes may be used but the word ACCOUNTANT blanked out and the word CASHIER printed in its place).

(3) Remittance forms must show the name of account to which the money is to be credited.

(4) Bills for Postal Stationery, i.e., Telegraph Books, are not to be enclosed with remittances on this account. Postmasters are responsible for the collection of cash for Saleable Forms and must not have charge accounts.

TELEGRAPHED TRANSFERS TO GREAT BRITAIN

Considerable delay in transferring money to Great Britain by cable is caused by certain Postmasters who, after making enquiries regarding costs, neglect to send the final message of instruction to Head Office giving the Money Order number, etc.

No transactions are made until this message is received as in many cases enquiries are made regarding costs by people who do not wish the transaction made after the cost has been quoted.

Postmasters should see that instructions to send the money is sent to Head Office immediately following receipt of the money and the issuing of the Money Order.

DISCOUNT TO BE CHARGED ON CHEQUES, Etc.

Postmasters at Outport offices when accepting cheques from the public should bear in mind the following instructions:—

(1) All cheques drawn in favour of the Government are to be accepted at par, that is without any deducion being made from the face value of the cheque.

(2) Government cheques drawn in favour of individuals should also be accepted at par.

(3) Cheques drawn in favour of individuals on branches of Banks in the Outports are subject to a discount of one tenth of 1% (minimum discount 10 cents, maximum $1.00). Only if the cheque is in excess of $100. will the discount be in excess of 10 cents i.e., for all cheques of $100. or less the discount will be 10 cents.

(4) Cheques drawn in favour of individuals on Headquarters Banks in St. John's should be accepted at par if the Postmaster is due to remit them direct to the Cashier, General Post Office, St. John's, or the Bank of Montreal, St. John's. If the cheque is due to be sent to the Bank of Montreal in Corner Brook or Grand Falls the same rate of discount should be charged by the Postmaster as in (3) above.

(5) Cheques drawn on Banks in Canada in favor of Newfoundland Government Departments are subject to a discount of one-eighth of 1%. The minimum discount is 15 cents and in addition the person from whom it is received must pay 3 cents for a postage stamp which should be affixed to the back of the cheque. If the cheque is for $100. or more a 5 cent postage stamp must be used. The 15 cents discounts applies to cheques up to $120. in value. For cheques in excess of that value it is necessary to calculate the discount.

(6) Cheques drawn on Banks in Canada in favour of individuals or firms are subject to a discount of 15 cents if the cheque is for $25. or under and 25 cents if it is for more than $25. A postage stamp of 3 or 5 cents should be affixed to the back of the cheque under the same conditions as indicated above.

(7) Cheques drawn on Banks in the United States of America or any other country should not be accepted without the prior authority of the Chief Accountant.

WAR SAVINGS CERTIFICATES

Signatures on Application Forms to be Legible

Application forms have been received by the Cashier, Head Office, with the signature of the party not legible, with the result that the name of the party is, in some cases, improperly typed on the Certificate.

Postmasters should take care that, when an application form is received, the signature is easily readable. If it is not, then he should print the name of the party in a corner of the application form, or above the signature if there is space.

Stolen United States Postal Money Order Forms

The following U. S. A. Money Order Forms have been reported stolen:—

Cleveland, C.O.D. Station, Tenn	57926 to 58000 inclusive
Huntington Park, Station 3, Calif.	56069 to 56200 inclusive
Niland, Calif.	61773 to 61800 inclusive
Lewisport, Ky.	107515 to 110000 inclusive
Ralph, Ala	38801 to 39000 inclusive
Westhampton Beach, N.Y.	173560 to 173600 inclusive

The above Money Orders, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January, 1937, and page 56 of the Circular of the 11th February, 1937, in such cases.

U. S. A. Money Orders Reported Recovered

Tionesta, Calif	5350 to 5800 inclusive
Los Angeles, Station 26, Calif	200664 to 201400 inclusive

Postmasters will please correct their records accordingly.

POST OFFICE CIRCULAR.

THURSDAY, 6th MARCH, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS

Catalina ..... Miss Katherine Torraville to be messenger as from the 1st March, 1941.

Deer Lake ..... Miss K. Myrick to be Assistant as from the 1st March, 1941.

Indian Islands ..... Miss Lulu Pennell to be Postmistress and Operator as from the 1st March, 1941.

Ochre Pit Cove ..... Miss Florrie White to be Postmistress and Telephone Attendant as from the 1st March, 1941.

Port Blandford ..... Miss Josephine Pynn to be Postmistress and Operator as from the 1st March, 1941.

RESIGNATIONS

Harbour Breton ..... Mr. Arch Jensen, Messenger Assistant, effective the 15th March, 1941. (Vacancy advertised locally).

Deer Lake ..... Miss Edna Ruth Bragg, Assistant, effective 28th February, 1941.

TRANSFERS

Head Office ..... Miss Margaret Walsh, Clerk Grade III Accounts Branch, to be Grade III Clerk, Registry and Typing Branch as from 1st January, 1941.

INDEX FOR POST OFFICE CIRCULAR

With further reference to the notice on page 882 of the Post Office Circular, the index for pages 669 to 876 has now been prepared and forwarded to each office by mail. Each index has been punched and placed in a folder with an Acco Fastener. All Circulars should be similarly punched by a nail or some other means and kept in place by means of the fastener for ready reference.

MAILS

Imperfect Date-Stamping

The number of postal packets now being delivered with postage stamps either unobliterated or very imperfectly obliterated is causing increasing concern. It exposes the revenue to risk of fraud and reflects adversely on the efficiency of the Department.

The special attention of all concerned is, therefore, called to the following points:—

(a) Date-stamps, dies and type should be kept clean and in good repair.

(b) The stamping composition should be stirred or well shaken immediately before pads are replenished.

(c) Pads used for hand stamps should be carefully attended to and be kept well moistened with stamping composition.

NOTE:—The obliterating agent in the stamping composition is carbon and, if proper attention is given to the instructions in paragraphs (b) and (c) the resultant impressions should be perfectly **black** and not merely **grey**.

(d) Postmasters, Assistants and Letter Carriers on delivery should obliterate any imperfectly cancelled postage stamps observed on letters and packets which they hand out for delivery.

The co-operation of all concerned is asked to insure that the standard of stamping is above reproach.

Semi-Annual Statistics

The semi-annual statistics will be taken in April commencing on the first and ending on the 30th.

Since November, 1936, when the semi-annual statistics were first compiled, statistical instructions will be found by referring to the index of the Circular, a copy of which has been sent to each Postmaster. The statistical instructions issued may also be found by referring to Post Office Circular of October 10th, 1940, page 832 and to other Circulars to which the Circular of October 10th, 1940, refers.

TELEGRAPHS

Wording of the Address of Telegrams

1. The address must contain all the particulars necessary to ensure delivery of the telegram without enquiry or request for information.
2. Every address to be admissable must contain at least two words, the first designating the address and the second the name of the telegraph office of the locality of destination.
3. The address must, in the case of large towns, include the name of the street and the number or, in the absence of these particulars, it must state the profession of the addressee or give any other useful information.
4. Even for small localities the designation of the addressee must be supplemented as far as possible by full particulars for the guidance of the office of delivery.

The above regulations are applicable to local as well as international telegrams.

In Cablegrams an address of one word (excluding the office of destination) to ensure prompt and correct delivery, must be registered.

ACCOUNTING

DH Services to Be Used in Enquiries Regarding Cables to Overseas Forces

Postmasters are advised that messages of application and advice as stated in paragraphs 1 and 4 in Accounting Circular D concerning transfer of money by Cable to members of H. M. Forces are to be transmitted to head office as service messages.

The only telegraphic charges to the public will be that stated in reply to the message shown in paragraph 1.

Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in money order service during the month of October 1940:

Office	No. of Errors	No. of Orders Issued and Paid During October 1940
Burin North	4	198
Cape Race	4	29
Cooks Harbour	4	11
Corner Brook	7	1,896
Jamestown	4	56
Lewisporte	6	313
Little Bay, N.D.B	6	130
Little Paradise	4	51
Lush's Bight	6	59
Norris Arm	4	169
Victoria	4	87

Total No. of Orders issued during October	23,763
Total No. of Orders paid during October	9,885
	33,648
Total No. of Errors	265
Percentage of Errors	.78
i.e. approximately 8 errors for each 1,000 Orders issued and paid.	
Total No. of Figure errors	192
Percentage of Figure errors	.57
i.e. approximately 5½ errors for each 1,000 Orders issued and paid.	

WAR SAVINGS STAMPS

War Savings Stamps were made available to the public to enable them to purchase Certificates by means of part payment. It was realized that a large number of persons would be unable to pay the sum of $2.50 at one time for a Certificate and the War Savings Stamp was therefore introduced. It has been noticed that some Postmasters are selling stamps to the value of one Certificate and sometimes several Certificates at one time to a person who affixes these stamps to a card and then presents them for a Certificate. As this party was able to purchase a full Certificate the stamps should not have been sold and the applicant should have been advised to make application for a Certificate.

In a case such as this where a Postmaster does not sell Certificates an application form should be given to the party to complete and return, together with cash to cover, to the Postmaster who will forward it to the Cashier, Head Office, where a Certificate will be issued and forwarded to the applicant.

POSTMASTERS WILL BEAR IN MIND THAT WAR SAVINGS STAMPS ARE FOR THE BENEFIT OF THE PUBLIC WHO ARE UNABLE TO PURCHASE A CERTIFICATE AT ONE TIME.

Stolen United States Postal Money Order Forms

The following U.S.A. Money Order Forms have been reported stolen:—

Diablock, Ky.... .... Nos. 14065 to 14200 inclusive
Little Rock, Calif. ... . Nos. 31715 to 31800 inclusive
Pueblo, Station 3, Colo ... . Nos. 75432 to 75600 inclusive

The above Money Orders, if presented at a Newfoundland Office must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January, 1937, and page 58 of the Circular of the 11th February, 1937, in such cases.

POST OFFICE CIRCULAR.

THURSDAY, 13th MARCH, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS

Argentia ..... Mr. A. M. Gould to be Assistant as from the 1st March, 1941.

Hatchet Cove, T.B. ..... Mr. E. Robbins to be Telephone Attendant as from the 1st March, 1941

Point au Mall ..... Mrs. Peter Hann to be Postmistress and Telephone Attendant as from the 1st March, 1941.

RESIGNATION

Argentia ..... Miss K. Nugent, Messenger, effective 28th February, 1941

POST OFFICE OPENED

A Telephone Postal Office was opened at the Land Settlement at Point au Mall on the 1st March, 1941. Telegraph traffic will circulate via Port au Port. The nearest Money Order Office is Port au Port.

CHANGE IN STATUS STEPHENVILLE OFFICE

Telegraph instruments were installed at the above Post Office on the 8th March, 1941, and Telephone working has been discontinued until further notice. Call Letters SF.

INSTRUCTIONS APPEARING IN THE POST OFFICE CIRCULAR

Certain Postmasters continue to make errors in their work against which they have been warned in the Post Office Circular. From this it appears that proper attention is not being paid to the instructions in the Circular. The Post Office Circular is issued weekly as a means of bringing to the attention of all Outport Postmasters certain errors in their work which they should avoid. If the Circular is not read weekly Postmasters will continue to make these errors and the value of the Circular is thereby lost. Immediately on receipt of the Circular each Postmaster should read it through carefully and then pass it to each of his Assistants in turn (where there is more than one official). Any point in doubt should be taken up by letter with Head Office.

MAILS

Suspension of Parcel Post Service to Roumania and Bulgaria

The Parcel Post Service to Roumania and Bulgaria has been suspended. Parcels addressed to those countries must not be accepted.

Date-Stamping Missent Letters

Any office which receives a misassorted letter or other item of mail should date-stamp it clearly on the reverse side before sending it on to the proper office of delivery. In this way the reason for any delay in delivery to the addressee is apparent should there be any subsequent enquiry with regard to the letter.

The Staff should be careful to follow the instructions laid down on page 338 of the Post Office Circular with regard to the reporting of misassorted correspondence.

TELEGRAPHS

Errors in Figures in Telegrams

Attention is drawn to the regulation which appears on page 35 of the Post Office Circular which reads as follows:—

Secretary's Circular No. 72 of the 13th January, 1936, reads, "Effective from date all figures appearing in telegrams must be repeated in words at the end of the message by the sending operator. No excuse will be accepted for mutilation of figures after this notice." It is also indicated in this Circular that if this regulation does not result in an improvement in the number of figure errors, the Department will be compelled to impose a minimum fine of 10 cents to be increased at the discretion of the Secretary according to the circumstances. It is a matter for regret that this disciplinary measure has had to be put into effect from time to time.

It is obvious therefore that a certain amount of carelessness still exists among operators, because if the rules were followed there should be very little possibility of error.

The method to be used in telegraphing figures is as follows: If the figures "2436" for example have to be sent, they should be repeated and confirmed at the conclusion of the message in words thus: "two", "four", "three", 'six'.

Telegraph-operators throughout the Service should take particular note of these instructions. Errors of this nature are a serious reflection upon the efficiency of the Post Office."

This regulation applies to figures in the addresses and signatures of telegrams as well as in the texts.

Transmission Time of Telegrams

A recent check up of transmission time on telegrams passing through the St. John's office showed the results given hereunder:

SECTION	Operation With St. John's	Average Time
Corner Brook Only	Duplex	18.1 Minutes
Corner Brook and Landline Branch Offices	Duplex	23.0 Minutes
Corner Brook, Landline and Wireless Branch Offices	Duplex	31.9 Minutes
Grand Falls Only	Simplex	15.8 Minutes
Grand Falls and Branch Offices	Simplex	25.8 Minutes
Placentia	Duplex	31.0 Minutes
Campbellton	Simplex	44.9 Minutes
Topsail	Simplex	29.0 Minutes
Gander and Intermediate Offices	Simplex	22.6 Minutes
Conception Bay and Whitborne	Simplex	22.2 Minutes

Average time overall 29.5 Minutes.

Period covered for purpose of check-up 9 a.m. to 1 p.m. and 2 p.m. to 6 p.m.

Number of Messages 1,642.

Greeting Forms

A new greeting form has been introduced. This greeting form, which was designed by a member of the staff is a standard form and will be used for all greeting services that is, for Christmas, Easter and Mother's Day.

Stocks of these forms with envelopes are being sent to all offices by the Stores Department and if a further supply, for another greeting service is necessary, requisition should be made to the Stores in the same way as requisitions for all other stationery forms are made.

The stocks which are left over from this supply which is now being forwarded for the Easter Service, should be put away carefully and kept neat and clean for future use.

WAR SAVINGS CERTIFICATES

Stubs of Certificates to be Attached to Cards

Postmasters, who sell War Savings Certificates, should note that when remitting certificate stubs which have been issued for completed stamp cards, the stub should be attached to the card to which it refers and the number of the certificate written on the card before it is forwarded to the Cashier, Head Office.

Considerable inconvenience is caused at Head Office by the failure of Postmasters to do this.

The above applies only to Postmasters who sell War Savings Certificates.

Procedure When Stamp Cards Are Completed

As several Postmasters have written for instructions regarding completed War Savings Stamp Cards, the attention of all Postmasters to whom War Savings Certificates have not been supplied is directed to the following:

When completed cards are presented they are to be accepted by the Postmaster, who should see that they are properly signed by the owners, who will also sign an application form, and mail to the Cashier G.P.O. Certificates will then be issued and mailed direct to the owners of the cards. See page 916 of the Post Office Circular, of the 6th March, 1941.

No entry is to be made in accounts by these Postmasters.

ACCOUNTING

Radio Licences

Postmasters of non-Money Order Offices when remitting cash on Radio Licence Account must attach a list of the owners for whom he is remitting cash. Unless the names are given Licences cannot be issued by Head Office.

Applications for U. S. Money Orders by Chinese Nationals

Instructions have been received from the Foreign Exchange Control Board that in future any applications for United States Money Orders by Chinese Nationals should be referred to the Foreign Exchange Control Board prior to the issue of such orders. Such Orders may only be issued when the approval of the Board has been received.

POST OFFICE CIRCULAR.

THURSDAY, 20th MARCH, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS

Harbour Breton ..... Mr. Albert E. Holley, to be Messenger Assistant, as from the 17th March, 1941.

RESIGNATIONS

Burnside ..... Mrs. Pearce Hunter, Postmistress and Telephone Attendant, effective the 31st March, 1941. (Vacancy advertised locally).

Placentia ..... Mr. Clement O'Keefe, Messenger, effective 28th February, 1941.

MAILS

Letters Containing Money in the Form of Coin or Paper Currency

Postmasters are reminded that all letters, containing money in the form of coin or paper currency, must be registered, and whenever necessary Postmasters should inform the public to this effect. It frequently happens that letters of this description are received by the T.P.O.'s and at the General Post Office, St. John's, unregistered, and there is reason to believe that certain Outport Offices accept such letters from the public with the knowledge that they contain money and yet do not insist upon registration. In these cases the Postmaster should inform the sender of the necessity for registration, and if he or she fails to take advantage of the protection afforded it is the duty of the Postmaster to register the letter and tax it for the amount of the registration fee, i.e., five cents for inland registration.

Letters containing coin may be accepted for inland registration, provided the coin is securely wrapped. They cannot, however, be accepted for foreign registration.

FUEL

A large number of requests have been received recently from Postmasters for additional fuel supply for their offices. Postmasters will please note that the same quantity of fuel has been supplied to their offices as in previous years and owing to the need of extreme economy to be practised at this time the Department is unable to accede to further requests from Postmasters in this connection.

Acceptance of Correspondence from Cairo, Egypt

Postmasters are informed that a notification has been issued by the Egyptian Postal Administration to the effect that two Postage Stamps bearing the mention "Military Post" are used for prepayment on ordinary correspondence posted by members of all British Troops in Egypt addressed to Newfoundland.

Postmasters will accept ordinary letters and Christmas cards prepaid with the above mentioned stamps as duly prepaid.

Easter Greeting Service

The fixed text Easter Greeting Telegrams will be accepted from April 7th to 11th inclusive and on the 14th.

Greeting Messages received for points in Newfoundland will be mailed from the nearest Telegraph Office.

The regulations are the same as last year:

1. The sender selects the message by number.
2. The date and time the telegram was handed in are not transmitted, although both should be noted on the message for record purposes.
3. All Greeting Messages, irrespective of the date filed, will be accounted for on the last day of the period, the 14th April, 1941.

PREPARED MESSAGES

The following are the Easter prepared texts to be used in connection with the Greeting Services in Newfoundland, Labrador, and United States.

1. Sincere good wishes for a happy Easter.
2. With deep affection I greet you on this Easter Day.
3. May your heart be filled with gladness and may happiness be yours this Easter Day.
4. Best wishes to you and yours for a happy Easter.
5. This Easter greeting carries to you the warm affection of an old friend.
6. All join in best wishes for a happy Easter to you and your family.
7. Love and best wishes for a happy Easter.
8. My wish is that you may enjoy a happy Easter and that peace may attend you to-day and through all the days to come.
9. May Easter gladness be yours to-day, and all good things attend you.
10. Easter brings all the world together in praise and joy. May this message find you with a heart full of gladness.
11. Our thoughts turn to you this Easter with affection and regard.
12. May this Springtime blossom for you with flowers of Easter peace and contentment.
13. Best wishes for a happy Easter. May your future be as bright as the Springtime.
14. On this day which marks the glorious Resurrection of our Saviour, I send you a joyous greeting.
15. Many thanks for your kind greeting. May Easter Joy and Gladness fill your heart.
16. Your kind wishes are sincerely reciprocated. May this Eastertide bring you abundant happiness.
17. May this Holy Easter be for you full of Celestial Gifts.

Owing to Censorship restrictions, only English and French texts will be admitted in messages for points outside Newfoundland. If French is the language chosen, the word "French" should be placed before the text number.

The signature is limited to three words; and as the censorship regulations require that each telegram must carry a signature, showing the surname of the sender, it may not always be possible to construct a signature to conform to these regulations. In this case, the greeting cannot be forwarded in the GTG classification.

For identification purposes the sender's full name and address should be written in the appropriate place on the sending form.

XLT telegrams of sender's own composition have been made available to all countries where the NLT service is in operation, with a few exceptions.

The rate for the XLT service is one-third of the full, with a minimum charge for ten words. (Note: For such messages of more than ten words the cost will be computed by multiplying the number of words by the full (ordinary) rate and dividing the result by three. If fractions of 1/3 or 2/3 result, they should be rounded up to the next higher cent).

XLT Service is not admitted via Imperial, but the GLT Service is available for all social telegrams to all Empire points.

All Greeting Telegrams irrespective of whether they are fixed texts, or sender's composition, should be delivered on the special Greetings Card.

Inter-Empire Social Telegrams

The inter-Empire Social Telegram GLT is available via Imperial to all parts of the British Empire with a minimum of thirteen words including the indicator GLT, which is not charged for.

RATES	Cents
To Great Britain and Eire	.82 and .06
To all other parts of the Empire except Canada and Sudan	1.30 and .10

Rates on Fixed Text Messages

Local between all points in Newfoundland	.20
Local to Labrador	.40
To United States	.65

Messages of Sender's Own Composition

Between offices in Newfoundland and to Labrador at ordinary rate.

To United States: A minimum of 80 cents for fifteen words and 4 cents for each additional word.

To Canada ordinary rate applies.

To European Countries at ordinary rate.

All the above rates include the Government 10 cents tax.

ACCOUNTING

Money Order Transfers by Cable to London

Postmasters are reminded that the total of special issue sheet "A" is to be entered in the British Column on the issue sheet and not in the Newfoundland Column as is the practice of many Postmasters at present.

Errors in Money Order Work

The following is a list of Post Offices where Officials were responsible for four or more errors in Money Order Service during the month of November 1940:

Office	No. of Errors	No. of Orders Issued and Paid during November, 1940
Aguathuna	4	109
Bay Roberts	4	370
Bonavista	6	327
Burlington	4	72
Catalina	4	151
Corner Brook	6	2038
Elliston	4	90
Gander	6	966
Garnish	4	117
Jamestown	4	76
Lewisporte	4	298
Little Bay, N.D.B.	5	136
Lomond	5	40
Monroe	4	28
St. George's	5	250
St. John's West	5	85
Sunnyside	4	75

Total No. of Orders issued during November	24,402
Total No. of Orders paid during November	10,091
	34,493
Total No. of Errors	288
Percentage of Errors	.83
i.e. approximately 8 errors for each 1,000 Orders issued and paid.	
Total No. of Figure Errors	237
Percentage of Figure Errors	.68
i.e. approximately 7 errors for each 1,000 Orders issued and paid.	

POST OFFICE CIRCULAR.

THURSDAY, 27th MARCH, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS

Gander.....Mr. Clarence Goff to be temporary Assistant as from the 14th March, 1941.

Argentia .....Mr. Angus Pittman to be Messenger as from the 12th March, 1941.

Carbonear .....Mr. Harold Butt to be temporary Messenger as from the 18th March, 1941.

TRANSFERS

Gander.....Mr. William Hogan, Messenger Carbonear, to be Assistant Gander as from the 18th March, 1941.

Argentia .....Mr. G. N. Lillington, temporary Assistant Gander, to be Postmaster and Operator, Argentia, as from the 15th March, 1941

WITHDRAWAL OF MONEY ORDER FACILITIES

Money order faciltiies have been withdrawn from the Post Office Port Hope Simpson until further notice.

SAVE AND LEND FOR VICTORY—PROMOTE WAR SAVINGS

There is only one way to meet total war and that is by total effort. Postmasters and their staffs by backing the sales of War Savings Certificates to the utmost are performing a service of primary importance to their country in its hour of need.

By signing up in the army of war savers, and by losing no opportunity to advance the sale of War Savings Stamps or War Savings Certificates to patrons, Postal personnel can help play their part effectively.

In total war money is the civilian's weapon. Every dollar saved and loaned to Newfoundland is a dollar invested to ensure victory.

Arrangements may be made at Head Office for any member of the staff who desires to purchase War Savings Certificates, to have any specified amount deducted from their salary cheques monthly.

MAILS

Return Addresses

Postmasters are reminded that the name and address of the sender must be shown on all letters posted for foreign countries, preferably at the top left hand side of the front of the envelope.

This is particularly important in the case of registers which should not be accepted unless the sender's address is on the cover.

TELEGRAPHS

Easter Greeting Service

Fixed text greeting service (GTG) will be available to the following external points via "Commercial" and "Anglo"; Great Britain, Northern Ireland, Eire, Portugal, Azores, Madeira, Guam, Midway, Hawaii and Philippines. The rate will be $1.10 including tax.

Correction

In the second paragraph of the Easter Greeting regulations on page 922 of the Post Office Circular, insert the word "non-telegraph" after the words "greeting messages received for ———"

Service Messages

Attention is called to instructions on page 827 of the Post Office Circular, particularly those in connection with the reporting of non delivery, delivery outside limits, possibility of delay in delivery of telegrams and enquiries respecting telegrams already transmitted, such as repetitions, confirmations, etc. Such service messages should not be delayed in transmission by being subordinated to traffic of other classes, in fact in certain cases which will be obvious from the nature of the telegram, Priority service messages should be sent.

Receipts for Telegrams Delivered

A receipt must be obtained for every telegram delivered. Should any office inadvertently run short of regular receipt forms, they should be made by the operator on a piece of paper of appropriate size.

Receipts must show full details, namely:—

(a) Time the telegram was sent out for delivery.

(b) Time it was delivered.

(c) Time the messenger or official returned, as well as:—

(a) Signature of the person to whom delivery was made.

(b) Signature of the messenger or official who made delivery.

In offices where Assistants or Messengers are employed, it is the duty of the official in charge to scrutinise each receipt immediately on return of the Assistant or Messenger.

When an opportunity occurs to send for delivery a telegram addressed to a point outside the free limit a receipt form should accompany it marked: "Please sign receipt form and return to this office by first chance or by mail." The name of the person by whom the telegram is taken for delivery and the time it is sent out must be noted on the office copy of the telegram and this must be kept out until return of receipt by the addressee or his agent. A further request or confirmation of delivery must be made if the receipt is not received within a reasonable time.

Attention is drawn to Secretary's Circular No. 54, 11th July, 1935, dealing with the delivery of telegrams mailed to post offices having no telegraph or telephone connection.

Students at Outport Offices

Young men or women between the age of 15 and 20 years old may, with the prior authority of the Secretary, be admitted to Outport Post Offices to learn telegraphy and Post Office work, under instruction from the Postmaster. Only one student will be admitted at an office at a time, and he or she must be of good character without any physical handicap and have at least Grade VIII education.

The tuition period is for six months after which telegraph tests are applied.

If the student has made sufficient progress to justify an extension this is usually granted for a further period of six months.

The progress of students is carefully watched from the monthly reports which the Postmaster is expected to furnish to the Secretary and preference with regard to relief work or permanent employment is given to those who show the best results. The Department does not, however, guarantee to find a position for the student when the course is finished and he or she must clearly understand this before being allowed to take the course of instruction.

Postal and telegraph officials are strictly forbidden to accept remuneration or other consideration from students.

ACCOUNTING

Registers to Cashier and Bank of Montreal to be Sealed with Wax and Show Impression of Office Seal

It has been noticed that a number of officials when forwarding Registered letters containing cash to the Cashier or Bank, neglect to use sealing wax, while others use wax sparingly and, in many cases, do not use the office seal supplied to each office for this purpose.

Letters from the following offices were selected from one day's mail to the Cashier improperly sealed:

Bell Island Mines ..... No wax or seal.
" " Front ..... No wax or seal.
Brewley ..... Insufficient wax, no seal.
Calvert ..... Insufficient wax, no seal.
Cappahayden ..... No wax or seal.
Elliston ..... Insufficient wax, no seal.
Gaskiers ..... Insufficient wax, no seal.
Harcourt ..... Insufficient wax poor impression of seal.
Hearts Delight ..... Insufficient wax, no seal.

Monkstown ... .No wax or seal.
Petty Harbour ... .Insufficient wax, no seal.
Spencer's Cove ... .Insufficient wax, no seal.
Woody Island ... .Insufficient wax, no seal.

Care should be taken to see that sufficient wax is used and a clear impression of the office seal shown on both corners of the flap. In either of the cases mentioned above the contents could have been removed and the envelope sealed again without detection.

Remitting for C.O.D. Parcels

Considerable trouble is being caused at Head Office and to the general public by the careless manner in which certain Postmasters are remitting amounts collected in respect of the delivery of C.O.D. parcels.

It has happened on numerous occasions that the money order covering the amount collected while made out in favour of the right payee has been sent by the issuing Postmaster to a different person who has deposited the money order in his own Bank account making it necessary for this office to demand a refund when it has come to notice. In many cases the money order has been made out to the wrong payee and cashed, and an error of this nature is not usually detected until the sender of the parcel has made enquiry which usually happens when the parcel has been outstanding for some time.

It is often difficult to obtain a refund in these circumstances and as these errors can only be attributed to carelessness on the part of the issuing Postmasters these officials, besides rendering themselves liable to be fined, will be held responsible for any amount which may prove uncollectable through their error.

POST OFFICE CIRCULAR.

THURSDAY, 3rd APRIL, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

SUSTAIN WAR SAVINGS EFFORT

Postmasters and all Postal employees are asked to remember that their co-operation, both as War Savers and as promoters of this most vital endeavour, must be continuous. Our savings must be loaned to the Government, even to the point of sacrifice, to ensure victory.

The effort made during the past to purchase War Savings Certificates regularly until the end of the war is one that must be not only sustained but increased.

The objective of all Postal personnel, now and in the future, should be to maintain and to redouble their efforts in promoting the sale of Certificates and War Savings Stamps.

Remember that money invested in War Savings Certificates brings 3% interest on maturity. Security is guaranteed by the Newfoundland Government—the investor cannot lose. War Savings Certificates cannot fluctuate in market value. They are free from Income Tax. Lend that Newfoundland may fight through to victory!

STATISTICAL PERIOD

The following statistical information, taken from the Post Office Circular of the 1st April, 1937, is again brought to the attention of all Postmasters through this circular:—

Postmasters are reminded that the statistical period commences on the 1st April and continues throughout the month. The necessary forms should be completed and returned to the Statistical Officer, General Post Office, St. John's, as soon as possible after the completion of the statistical period.

Certain Postmasters have enquired for information as to the distinction between various classes of mail matter as is required to be shown on Form 1213.

Registers include registered correspondence of all classes whether letters, postcards, newspapers or circulars. A registered item of correspondence should be counted only once, under the total of registers; it should not be counted again as an item of ordinary correspnodence.

Written communications of all kinds whether in sealed or unsealed envelopes should be charged with letter rate of postage and counted as letters. Written communications may be in the form of manuscript or typewritten letters, bills, invoices, notices, etc.

Circulars are communications in print designed to be sent to a large number of addresses in identical terms. They may not be typewritten or carbon copies of typewriting, but as an exceptional measure it is permitted to treat as circulars communications which have been produced by a multiplying machine such as a mimeograph, provided they are handed unsealed to an officer of the Post Office to the number of at least twenty copies separately addressed. Circulars may bear a salutation such as "Dear Sir" or "Madam" and a date in manuscript but the name and address of the addressee may not be shown except on the envelope. It is essential that all circulars in order to pass at the reduced rate of postage should be unsealed for inspection. Advertisement cards or folders whether or not enclosed in unsealed envelopes should be counted as circulars. Bills and invoices on printed forms are treated as letters whether they are made out in manuscript, typewriting or print and whether they are enclosed in sealed or unsealed envelopes. Catalogues and books should be counted as circulars.

Local small packets are those which do not weigh more than eight ounces. It does not matter whether they are sent at the letter rate of postage in which case the sender has the right to enclose a letter or at the cheaper parcel post rate.

Foreign small packets are those posted at the special rates and conditions laid down on page 26 of the Post Office Circular of the 31st December, 1936. It is important to observe that foreign small packets must have a declaration enclosed and a green label (C1) affixed to the outside and that the limit of weight is two lbs.

All correspondence which is returned to the "Dead Letter Branch, General Post Office, St. John's, during the period of the statistics should be included on Form 1213 under the various headings as correspondence posted.

Attention is directed to Page 67 of the Post Office Circular of the 11th March. The heading "Form No. 1214" at line 10 should read "Form No. 1213."

Paragraph (1) under the heading "Form No. 1212" should read "The item Dutiable parcels delivered" should be equal to the combined figures of dutiable small packets,, dutiable foreign parcels and dutiable foreign insured parcels delivered. Only non-dutiable items of these classes should be entered on Form No. 1213."

In the figures of "Gross receipts from Telegraphs should be included the value of any certified bills which are remitted to the Chief Accountant on Telegraph Account and also the value of any collect fees on delivered telegrams.

MAILS

Duty Parcels—Return, Redirection, Etc.

The attention of Postmasters is directed to the fact that during recent months Duty Parcels have been irregularly transferred and/ or forwarded from one office to another without the necessary authority from the Head Postmaster. Full instructions for the redirection of Duty Parcels are given on Page 690 of the Post Office Circular of the 8th February, 1940.

Failure to obey these instructions results in unnecessary work in the Accounts Branch and unnecessary correspondence tracing the redirected parcels and will result in a fine of .10 cents for each parcel so redirected being imposed on the offending Postmaster.

TELEGRAPHS

Easter Greeting Service

Fixed Text Greeting Telegrams will be accepted for Canada. Rates as follows:—

Ontario and East	65c.
West of Ontario	80c.

The above rates include tax.

February 1941 Traffic

	1940	1941	Increase	Decrease
Paid Telegrams (includes priority)	28,112	31,949	3,837	.....
Priority	1,260	2,402	1,142	.....
Phono-telegrams	1,017	1,096	79	.....
Total Paid Traffic	29,129	33,045	3,916	.....
Deadhead and Service Messages	5,661	5,759	98	.....
Telegram Equivalent Public Despatch	4,010	3,260	.....	750
Total Traffic	38,800	42,064	3,264	.....

ACCOUNTING

Errors in Money Order Work

The following is a list of Post Offices where Officials were responsible for four or more errors in Money Order Service during the month of December, 1940:—

OFFICE	NO. OF ERRORS	NO. OF ORDERS ISSUED AND PAID DURING DECEMBER, 1940
Aguathuna	6	166
Bay Roberts	7	595
Bonavista	6	451
Botwood	7	857
Buchans	9	1,681
Catalina	5	241
Clarke's Beach	4	271
Ferryland	4	76
Fortune Harbour	6	99
Fox Hr.	4	101
Gambo	12	297
Grand Falls	6	1,864
Hr. Breton	4	129
Harcourt	4	64
Holyrood	4	106
Howley	4	293
Humbermouth	5	187
Joe Batt's Arm	4	96
Ladle Cove	5	12
Lewisporte	6	382
Long Harbour	4	50
Manuels	5	55
Milton	4	62
Moreton's Harbour	7	102
Gander	15	1,113
Newstead	4	20
Norris Arm	5	233
Old Perlican	5	109
Placentia	6	231
Port Au Port	4	264
Red Island, P.B.	4	44
St. George's	4	346
St. John's East	7	1,524
St. John's West	6	147
Salmon Cove	9	45
Spaniard's Bay	4	282
Stephenville Crossing	5	179
Summerville	5	75
Trinity East	4	67
Twillingate	4	391

Total number of Orders issued during December	28,979
Total number of Orders paid during December	15,807
	44,786

Total number of Errors	478
Percentage of Errors	1.07

i.e. approximately 11 errors for each 1,000 Orders issued and paid.

Total number of Figure Errors	298
Percentage of Figure Errors	.66

i.e. approximately 7 errors for each 1,000 Orders issued and paid.

REGISTERS TO CASHIER AND BAND OF MONTREAL TO BE SEALED WITH WAX AND SHOW IMPRESSION OF OFFICE SEAL.

In addition to the list given on Page 927 of the Post Office Circular of the 27th March, 1941, the following Offices have despatched Registers improperly sealed:—

Badger's Quay	Insufficient wax, no seal.
Bellburns	Poor impression of seal.
Bell Island Mines	No seal.
Bell Island Front	No wax, no seal.
Black Duck Brook	No wax, no seal.
Brighton	Insufficient wax, no seal.
Brigus	Insufficient wax, no seal.
British Harbour	No wax, no seal.
Cape Onion	Insufficient wax, no seal.
Cape St. George	Insufficient wax.
Channel	Insufficient wax, no seal.
Clarenville	Insufficient wax.
Codroy	Insufficient wax, no seal.
Corner Brook	No wax, no seal.
English Harbour West	No wax, no seal.
Fox Harbour, P.B	Insufficient wax.
Frenchman's Cove, B.O.I.	Insufficient wax, no seal.
Gambo	Insufficient wax.
Georgetown	Insufficient wax.
Goulds, St. John's West	Insufficient wax, no seal.
Harbour Breton	Insufficient wax, no seal.
Harbour Grace	Insufficient wax.
Hare Bay	Insufficient wax, no seal.
Heatherton	Insufficient wax, no seal.
Hermitage	Insufficient wax.
Holyrood	No wax, no seal.
Hooping Harbour	No wax, no seal.
Lascie	No wax, no seal.
Lewisporte	No wax, no seal.
Little Bay, N.D.P.	Insufficient wax, no seal.
Long Harbour	Insufficient wax, no seal.
Lourdes	Insufficient wax, no seal.
Newport	Insufficient wax, no seal.
Nipper's Harbour	Insufficient wax, no seal.
Old Perlican	No wax, no seal.
Pasadena	Insufficient wax, no seal.
Port au Choix	Insufficient wax, no seal.
Princeton	Insufficient wax, no seal.
Queen's Cove	Insufficient wax.
Robinson's Station	Insufficient wax.
Round Harbour, G.B.	Insufficient wax, no seal.
St. Brendan's	No wax, no seal.
St. Jacques	Insufficient wax.
St. John's Mundy Pond	No wax, no seal.
Silver Hare Island	Insufficient wax, no seal.
Spanish Room	Insufficient wax, no seal.
Sunnyside, T.B.	Insufficient wax, no seal.
Topsail	Insufficient wax.
Victoria, C.B.	Insufficient wax, no seal.
Wood's Island	Insufficient wax.

POST OFFICE CIRCULAR.

THURSDAY, 10th APRIL, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS

Woodfords ..... Mrs. Bessie Crawley has been re-appointed Postmistress as from the 1st April, 1941.

RESIGNATIONS

Botwood ..... Mr. Eugene Foote, Messenger Assistant, effective 19th April, 1941

Cottrell's Cove ..... Mr. Norman Manuel, Postmaster and Telephone Attendant, effective 30th April, 1941. (Vacancy advertised locally).

VACANCY

Botwood ..... Messenger Assistant. Salary $420.00 per annum. Applications will be received up to the 14th April, 1941

MAILS

Mails to Newfoundland Labrador

The final despatch of mails for the Winter season from Newfoundland to Newfoundland Labrador will be made on the 10th April, 1941. After that date mails for Newfoundland Labrador will be held at St. John's for despatch by steamer after navigation opens.

Delivery of C.O.D. Parcels

It has recently been brought to the notice of the Department that a C.O.D. parcel was apparently passed to the addressee who opened it and after examination of the contents extracted part of same for which he paid the amount due. The remainder of the contents was handed back to the Postmaster for return to the sender. This is most irregular and is not permitted.

A Postmaster must not deliver a C.O.D. parcel or any part of the contents before collecting the full charges, as indicated on the tag which is attached, plus the money order commission. A money order for the full amount due on the C.O.D. made payable to the sender, must be issued immediately and forwarded to the proper address, part "D" of the C.O.D. tag being returned to the Despatching Office. This instruction must be strictly observed. Postmasters failing to collect and remit for C.O.D. parcels as instructed are liable to pay the charges in full and are subject to such disciplinary action as the Secretary of the Department may deem necessary to take in the matter.

Once a C.O.D. package is delivered in apparent good order to the addressee the Department has fulfilled its obligations. Any dispute which may arise regarding the contents of a C.O.D. package or the charges thereon is a matter entirely for settlement between the addressee and the sender.

Under no conditions must a Postmaster refund the charges paid on a C.O.D. and take back from the addressee the parcel for return to the sender.

NEWFOUNDLAND RANGER FORCE DETACHMENT

The following is a list of the Newfoundland Ranger Force Detachments:—

LABRADOR DIVISION

Corpl. C. Summers, I/C.

Cartwright	Corpl. C. Summers, I/C
Hebron	Ranger M. Davis, I/C
Nain	Ranger D. Bragg, I/C
Hopedale	Ranger H. Tucker, I/C
North West River	Ranger V. Duff, I/C
Battle Harbour	Ranger M. Christian, I/C
Port Hope Simpson	Ranger C. Dwyer, I/C
Forteau	Ranger G. Guzzwell, I/C
Patrol Craft No. 302 (Based at Battle Harbour)	Ranger M. Christian, I/C

BURIN AND FORTUNE BAY DIVISION

Sergt. H. Walters, I/C

Grand Bank	Ranger L. Saunders, I/C
Fortune	Ranger G. Butler, I/C
Burin	Corpl. I. Glendenning, I/C
	Ranger C. Holland
Lamaline	Ranger G. Jenkins, I/C
St. Lawrence	Ranger G. Fitzpatrick, I/C
Marystown	Ranger D. Bishop, I/C
Petit Forte	Ranger E. Noseworthy, I/C
Bay L'Argent	Corpl. F. Mercer, I/C
Belleoram	Ranger E. Strickland, I/C
Harbour Breton	Ranger E. English, I/C
Patrol Craft No. 303 (Based at Harbour Breton)	Ranger E. English (Relivg.)

SOUTH WEST COAST DIVISION

Sergt. N. Forward, I/C.

Port Aux Basques	Ranger J. Thomas, I/C
Codroy Valley (Tomkpins)	Ranger F. Thompson, I/C
Rose Blanche	Ranger T. Curnew, I/C
Burgeo	Ranger M. Delahunty (Relieving)

WEST COAST DIVISION

Sergt. E. Martin, I/C.

Deer Lake	Ranger E. Murphy, I/C
	Ranger R. Mercer.
Howley	Ranger R. Goodyear, I/C
Bonne Bay	Corpl. W. Rockwood, I/C
Cox's Cove	Ranger E. Toms, I/C
Stephenville Crossing	Ranger W. Smith, I/C
Stephenville	Ranger J. Fagan, I/C
St. George's	Corpl. A. LeGrow, I/C
	Ranger D. Howley.
Port Au Port	Ranger R. Dingwell, I/C

NORTH COAST DIVISION

Sergt. F. Beauchamp, I/C

Twillingate	Sergt. F. Beauchamp, I/C
	Ranger R. Sparkes
Point Leamington	Ranger C. Gill, I/C
Springdale	Ranger R. Manuel, I/C
LaScie	Ranger B. Gill, I/C
Jackson's Arm	Ranger C. George, I/C

ST. BARBE DIVISION

Corpl. J. Delahunty, I/C

St. Anthony	Corpl. J. Delahunty, I/C
Roddickton	Ranger L. LeDrew, I/C
Flower's Cove	Ranger N. Goulding, I/C
Port Saunders	Ranger E. Clarke, I/C

HEADQUARTERS DIVISION

Gambo	Ranger A. Terry, I/C
Gander	Ranger C. Mercer, I/C
Glenwood	Ranger G. Sharpe, I/C
Lewisporte	Ranger H. Tapper, I/C
Badger	Ranger E. Thorburn, I/C

HEADQUARTERS—WHITBOURNE

Administration	Inspector R. D. Fraser, Acting Chief Ranger
Clerical	Ranger E. Power, I/C
	Miss B. Wylan
	Miss H. Forward
	Miss S. Windsor
Q.M. Division	Sergt. E. Delaney, I/C
Clerical	Ranger E. Peckford
	Ranger R. Chancey
Recruits	Ranger J. Parsons
	Ranger A. Morris
	Ranger J. Channing
	Ranger J. Hogan
On Sick Leave	Ranger R. Peet

TELEGRAPHS

Acceptance of Traffic at Gander

DAILY EXCEPT SUNDAYS AND HOLIDAYS

9 A.M. to 6 P.M.—All classes of traffic.

6 P.M. to 8 P.M.—Urgent (Priority) local telegrams for St. John's, Botwood and Corner Brook only. All classes of traffic for external points.

8 P.M. to 9 A.M.—Urgent (Priority) local telegrams for St John's only. Ordinary full rate telegrams for external points.

HOLIDAYS OTHER THAN STATUTORY HOLIDAYS

9 A.M. to 12 Noon—All classes of traffic.

12 Noon to 6 P.M.—Urgent (Priority) local telegrams for St. John's, Botwood and Corner Brook only. All classes of telegrams for external points.

After 6 P.M. —Urgent (Priority) local telegrams for St. John's only. Ordinary full rate telegrams for external points.

SUNDAYS AND STATUTORY HOLIDAYS

9 A.M. to 10 A.M.—Urgent (Priority) local telegrams. Ordinary full rate telegrams for external points.

After 10 A.M. —Urgent (Priority) local telegrams for St. John's only. Ordinary full rate telegrams for external points

Any class of traffic for St. John's or external points when offered by Airport or Construction Company officials in connection with Airport or Construction operations should be accepted irrespective of the foregoing instructions.

ACCOUNTING

War Savings Certificates

Remittances to Cashier, Head Office, on War Savings Certificates must be placed in a separate envelope and not included with other remittances.

Registers to Cashier and Bank of Montreal to Be Sealed with Wax and Show Impression of Office Seal

In addition to the list given on Page 932 of the Post Office Circular of the 3rd April, 1941, the following Offices have despatched Registers improperly sealed:—

Allans Island	No wax, no seal.
Black Island	Insufficient wax, no seal.
Brookfield	Insufficient wax, no seal.
Brooklyn	Insufficient wax.
Caplin Cove, B.D.V.	Insufficient wax.
Cavendish, T.B.	Insufficient wax.
Clattice Harbour, N.W.	No wax, no seal.
Collier's Riverhead	Insufficient wax, no seal.
Davis Cove	Insufficient wax, no seal.
Deer Harbour	Insufficient wax, no seal.
Dildo	Insufficient wax.
Durrell's, Twillingate	Insufficient wax.
Flatrock, St. John's East	Insufficient wax.
Goulds, Brigus	Insufficient wax, no seal.
Irelands Eye	Insufficient wax.
Jackson's Cove	Insufficient wax, no seal.
Kingston	Insufficient wax.
Kingwell	Insufficient wax.
Lark Harbour	Insufficient wax, no seal.
Lumsden	Insufficient wax.
Mose Ambrose	Insufficient wax.
Newstead	Insufficient wax, no seal.
Parson's Pond	No wax, no seal.
Point of Bay	No wax, no seal.
Point Verde	Insufficient wax, no seal.
St. Jones Without	No wax, no seal.
St. Joseph's, P.B.	No wax, no seal.
Tizzards Harbour	Insufficient wax.
Wareham	Insufficient wax.
Woodfords	Insufficient wax, no seal.

POST OFFICE CIRCULAR.

THURSDAY, 17th APRIL, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS

Burnside ..... Mrs. Ronald Oldford to be Postmistress and Telephone Attendant as from the 8th April, 1941

RESIGNATIONS

Cape Race ..... Miss Rose E. Myrick, Postmistress and Telephone Attendant effective 30th April, 1941. (Vacancy advertised locally)

Musgravetown ..... Mr. Howard Oldford, Postmaster and Telephone Attendant, effective 30th April, 1941. (Vacancy advertised locally).

MAILS

Insurance for Parcel Post to Hong Kong Temporarily Suspended

Postmasters are informed that Parcel Post for Hong Kong cannot be accepted for insurance until further notice

Courier Services

Notices calling for tenders for certain courier services effective from the 1st May have been mailed to the offices affected and should be posted in a conspicuous position on the public side of the office.

Immediately after the closing date for tenders Postmasters should remove the notices from their office and forward them, with any unused tender forms, by first mail to the Secretary.

Protection of Mail Against Damage by Water and Weather Conditions

The Courier's contract states that he shall provide proper and sufficient protection of mail bags and mail packages against damage by water or weather conditions.

It is the duty of the Postmaster to see that the Contractor has provided the necessary coverings for this purpose, and if not, to report the matter to the Secretary.

If mails are received at any office in a wet or damaged condition a report should be made immediately to the Secretary stating the cause of the same.

WAR SAVINGS CERTIFICATES

The following are extracts taken from letters received in this Department from our Outport Postmasters who are contributing to the Post Office War Savings Fund. Their patriotic example is highly commendable.

"Secretary.

Ten Dollars per quarter constitutes the whole of the Postmaster's salary at this office. Please arrange to place the whole amount to the Country's credit for the duration of the war, or longer if necessary.

Sgd.——————"

"Secretary.

Please deduct five dollars per month from my salary. I feel my first obligation must be to my Country and their government of which I have been a servant for thirty years.

Sgd.——————"

"Secretary.

Please arrange to have the sum of $2.50 per month deducted from my salary instead of $1.00 as instructed a while ago. I feel that I can afford this amount when it is to be used for the benefit of the Mother Country and the preservation of Democracy.

Sgd.——————"

TELEGRAPHS

March 1941 Traffic

	1940	1941	Increase	Decrease
Paid Telegrams	41,118	39,372	.....	1,746
Priority	1,474	2,910	1,436	.....
Phono-telegrams	1,127	1,296	169	.....
Total Paid Traffic	42,245	40,668	.....	1,577
Deadhead and Service Messages	5,585	5,566	.....	19
Telegrams equivalent Public Despatch	3,670	3,410	.....	260
Total Traffic	51,500	49,644	.....	1,856

It should be noted that paid telegram figures for 1940 include 8,454 Easter Greeting Telegrams. In view of this the increase in ordinary traffic over March 1940 is 6,708.

Delivery of Telegrams to Passengers on Trains and Coastal Steamers

Attention is called to instructions on Pages 235 and 247 of the Post Office Circular.

ACCOUNTING

Registers to Cashier and Bank of Montreal to be Sealed With Wax and Show Impression of Office Seal

It is apparent that many Postmasters continue to forward Registered Envelopes to the Cashier, Head Office and to the Bank of Montreal, improperly sealed.

All registered envelopes should be sealed with sealing wax in the space provided for the purpose, and the wax should bear the impression of the seal of the office.

Sufficient wax should be used so that the impression is discernible.

The following is a list of the offices failing to comply with these instructions:—

Aguathuna	No wax, no seal.
Arnolds Cove Station	Insufficient wax.
Birchy Head	Insufficient wax.
Bonavista	Insufficient wax.
Bonne Bay	No seal.
Braggs Island	Insufficient wax, no seal.
Brent's Cove	Insufficient wax.
Burnt Island	Insufficient wax, no seal.
Carmanville	No wax, no seal.
Centre Cove	No wax, no seal.
Chapel Arm	Insufficient wax.
Cottrell's Cove	Insufficient wax.
Daniel's Harbour	Insufficient wax, no seal.
Englee	Insufficient wax, no seal.
Epworth	Insufficient wax, no seal.
Famish Cove	Insufficient wax.
Fortune Harbour	Insufficient wax, no seal.
Fredericton	Insufficient wax, no seal.
Griquet	Insufficient wax, no seal.
Harbour Main	Insufficient wax.
King's Point	Insufficient wax, no seal.
Ladle Cove	Insufficient wax.
Laurenceton	No wax, no seal.
Leading Tickles	Insufficient wax, no seal.
Miller's Passage	No wax, no seal.
Milltown	Insufficient wax.
Milton	Insufficient wax, no seal.
Morrisville	Insufficient wax, no seal
New Harbour	Insufficient wax.
Newman's Cove	No wax, no seal.
Norris Arm	No wax, no seal.
Pacquet	Insufficient wax, no seal.
Port Au Bras	Insufficient wax, no seal.
St. Alban's	Insufficient wax.
Shoal Harbour	No wax, no seal.
Spruce Brook	Insufficient wax.
Stones Cove	Insufficient wax.
Summerside	Insufficient wax, no seal.
Trinity	Insufficient wax, no seal.
Triton West	Insufficient wax, no seal
Winter Brook	No wax, no seal.
N.N.W. Railway	No wax, no seal

Money Order Service Suspended

Money Order service to Gibraltar and Portuguese Colonies has been suspended until further notice.

Checking Cash and Stock

Postmasters are reminded that a check **must** be made daily on the Cash and Stock at their offices in addition to the general check up at the end of every Accounting Term. See Page 459 of the Post Office Circular of the 19th January, 1939, for complete instructions

Cheques to Be Date Stamped

In spite of the instructions given on Pages 835 and 907 of the Post Office Circular, some Postmasters continue to forward cheques with remittances without the necessary office date stamp affixed to the back. The following are some offices disregarding these instructions:—

Burnt Islands	Mose Ambrose
Coombs Cove	Norris Point
Lark Harbour	Port Saunders
Little Bay Islands	St. Jacques
Millertown Junction	Stephenville Crossing

PAYMENT OF CANADIAN AND U.S.A. MONEY ORDERS

The attention of Postmasters is directed to the following instructions in connection with the payment of Canadian and U.S.A. Money Orders:—

(1) The Money Order and the Money Order Coupon must be signed by the Payee, and the stamp of the paying office shown on both the Money Order and the Coupon. The Money Order coupon should be retained by the Postmaster.

(2) The Money Order coupons should be filed in a convenient place and kept for a period of two years.

The original order will be returned by the Accounts Branch to the Country of origin. The above instructions should be closely followed as a protection in case of disputed payment.

STOLEN UNITED STATES POSTAL MONEY ORDER FORMS

The following U.S.A. Money Order Forms have been reported stolen:—

Alameda, Station 10, Calif.	10130 to 10200
Glendale, Wash.	8625 to 8800
Manzanita, Oreg.	12617 to 12800
Maple City, Kans.	18732 to 19000
Nettleton, Miss.	159201 to 159400
Simpsonville, Ky.	30820 to 31000

The above Money Orders, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January, 1937, and page 58 of the Circular of the 11th February, 1937, in such cases.

RECOVERY OF STOLEN U.S.A. MONEY ORDER POSTAL FORMS

The U. S. A. Money Order forms, Nos. 38892 to 39000 Sedalia, Colo., which were reported as stolen, have been recovered. Postmasters will please correct their records accordingly.

POST OFFICE CIRCULAR.

THURSDAY, 24th APRIL, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

MAILS

Advice of Reception Service for Registered Correspondence and Insured Parcels

The attention of Postmasters is directed to paragraph 4 of the instructions issued on page 224 of the Post Office Circular with regard to Advice of Reception Service:—

> "The Advice of Reception card must be returned to the sender of the registered or insured parcel by first mail after the relative article has been delivered to the addressee. The card is to be treated as a registered article by the office returning it, by the Travelling Post Office and by the office delivering it to the sender and the usual procedure and records maintained for registered articles must be followed in the case of these cards. The registration number should be written on the front of the card."

Registration of these cards applies only to local service. Advice of Reception Cards of foreign origin should not be registered but forwarded by ordinary mail.

Mistreatment of Mail Bags

Many of the empty mail bags when returned to the General Post Office, St. John's, are received in a very unclean condition, in fact some of them are in such a condition as to be almost unfit for further use.

There is evidence to show that these bags are used for purposes other than those for which they are supplied; this applies especially to the small white bag marked "R" in red provided for the despatch of registered mail only, but the suspected irregular and careless usage is not confined entirely to that class of bag. The larger bags (blue and white stripe) are not as a rule taken proper care of.

All officials of this Department, whose duty demands that they handle mail bags, are reminded that these bags are an expensive necessity and, therefore, must be handled with reasonable care. Under no circumstances must they be used for any purpose other than as containers for the conveyance of mail; mail bags must not be allowed into the hands of members of the public.

Postmasters at offices with courier connections should see that contractors for the conveyance of mails observe these instructions and that any irregularity relative thereto is reported immediately to the Secretary.

All Postmasters, and especially those in charge of distribution offices, are again instructed to make sure that all mail bags are emptied by turning them inside out.

Tying Bundles of Letters

The manner in which letters are tied in bundles by certain offices is very unsatisfactory. It frequently happens that, owing to insecure tying, letters are received loose in bags at St. John's and by the T.P.O.'s, with the result that the expeditious handling of the mails is interfered with and there is a greater risk of letters failing to make due connections.

All officers should take due note of this matter for their future guidance.

Cessation of Winter and Commencement of Summer Courier Services

Postmasters at the Offices concerned should note the cessation of Winter Services and the commencement of Summer courier services as indicated below:—

ROUTE 1

Winter Service to Cease

(a) Holyrood to Salmonier.
(b) Salmonier to St. Mary's.
(c) Salmonier to Colinet.

The last trip over routes (a) and (b) will be made on Monday, the 28th April, and route (c) on Tuesday, the 29th April.

Summer Service to Commence

(a) Holyrood to Colinet.
(b) St. Mary's to Salmonier.

The first trip will be made on Thursday, the 1st May, and each Monday and Thursday thereafter until further notice. The mails for these routes will be despatched from St. John's 9 a.m. Mondays and Thursdays.

ROUTE 2

Winter Service to Cease

(a) Whitbourne to Green's Harbour.
(b) Green's Harbour to Heart's Content.
(c) Heart's Content to Carbonear.
(d) Heart's Content to Brownsdale.

The last trip over routes (a), (b) and (d) will be made on Tuesday, the 29th April and route (c) on Wednesday, the 30th April

Summer Service to Commence

(a) Heart's Content to Whitbourne.
The first trip will be made Friday, the 2nd May, and each Monday and Friday thereafter.

(b) Heart's Content to Carbonear and Brownsdale.
The first trip will be made on Wednesday, the 7th May, and each Wednesday thereafter. The courier will take mail for Victoria.

(c) Heart's Content to Brownsdale.
The first trip will be made Saturday, 3rd May, and each Tuesday and Saturday thereafter.

Mails for routes (a) and (c) will be despatched from St. John's by the express trains Sundays and Thursdays and for Route (b) by the train to Carbonear on Tuesdays and Thursday.

ROUTE 3

Winter Service to Cease

(a) Carbonear to Ochre Pit Cove.
(b) Ochre Pit Cove to Old Perlican.
(c) Old Perlican to Grate's Cove.

The last trip will be made Wednesday, the 30th April.

Summer Service to Commence

(a) Carbonear to Grates Cove.

The first trip will be made on Thursday, the 1st May, and each Monday and Thursday thereafter. The courier will leave Grates Cove 8.30 a.m. the same days He will also call at Victoria on Mondays.

ROUTE 4

Winter Service to Cease

(a) Normans Cove to Railway.
(b) Bellevue to Railway.

The last trip will be made Friday, the 25th April.

Summer Service to Commence

(a) Whitbourne to Bellevue.

The first trip will be made Friday, the 2nd May.

Mails will be despatched from St. John's by the express train Thursdays.

ROUTE 5

Winter Service to Cease

(a) Clarenville to Britannia.
(b) Britannia to Deer Harbour.
(c) Milton to Burgoyne's Cove.

The last trip will be made on Monday, the 28th April.

Summer Service to Commence

(a) Clarenville to Hickman's Harbour.
(b) Milton to Thoroughfare.
(c) Thoroughfare to Deer Harbour.

The first trip will be made on Monday, the 5th May.

Effective from Monday, the 28th April, mail for Petley, Lower Lance Cove, Britannia, Thoroughfare and Deer Harbour will be despatched **via Milton**.

Mails for these routes will be despatched from St. John's by the express trains Sundays.

Winter Service to Cease

(a) King's Cove to Plate Cove
(b) Keels to King's Cove.

The last trip will be made on Monday, the 28th April

Summer Service to Commence

(a) Keels to Port Rexton.

The first trip will be made on Monday, the 5th May, and each Monday thereafter

TELEGRAPHS

Change in Routing

On and after Monday, the 21st April, Grand Falls will repeat for Howley, Deer Lake, Bonne Bay and offices on the Bonne Bay Wireless Branch; and, from the 23rd April, checking for the offices concerned will be undertaken at Grand Falls instead of Corner Brook as formerly.

Interruption of Service

Communication with Yugo-Slavia is interrupted. Telegrams may only be accepted subject to sender's risk and will go forward when communication is restored.

ACCOUNTING

Money Orders on U.S.A. Issued in Excess of $25.00 per Month

Regardless of the instructions issued in the Post Office Circular of the 21st November, 1940, Page 856, the following offices have issued Money Orders on United States in excess of the amount allowed:—

Burgeo
Witless Bay

Postmasters are again requested to see that instructions issued through the Post Office Circulars from time to time are strictly followed.

INSTRUCTIONS COVERING THE USE OF DECLARATION OF CONTENTS FORM NO. 1084

An initial supply of Declaration of Contents (Form No. 1084) was mailed to all offices with instructions as to the proper use of this new form. Postmasters should read these instructions carefully. There is reason to believe that some Postmasters are not following instructions. The instructions mailed are as follows:—

After all remittances to the Cashier have been made up in the usual manner and placed in the envelope addressed to the Cashier, G.P.O. St. John's, a copy of the Declaration of Contents form

should be prepared, the amount of each remittance enclosed being entered opposite the name of the account to which the remittance is made.

For Example:

If remittances are being made on Stamp and Telegraph Accounts only the amounts enclosed should be entered opposite these accounts and a line should be drawn through each of the other accounts for which no remittances are enclosed.

When all amounts have been entered in the space provided, the total of all remittances should be entered and the form signed by the Postmaster. The top copy of this form, which should be made out in duplicate, must be enclosed in the envelope with the remittances, and the duplicate placed on file in the office.

This form, as well as all other remittance forms, **must be made out in ink** and must be enclosed with every remittance forwarded to the Cashier. Postmasters should note that the Declaration of Contents form should be used in addition to the General Remittance form 1046 and the Duty Remittance form 1045.

It is very important that this form be enclosed with every remittance to the Cashier and Postmasters will be held responsible for any loss caused by failure to carry out this instruction.

All envelopes should be sealed with sealing wax in the space provided for the purpose and the wax should bear a clear impression of the official seal of the office. Postmasters failing to observe this instruction will be liable to disciplinary action.

THIS FORM SHOULD NOT BE ENCLOSED WITH REMITTANCES ON MONEY ORDER ACCOUNT WHICH ARE SENT DIRECT TO THE BANK OF MONTREAL.

REGISTERS TO CASHIER AND BANK OF MONTREAL TO BE SEALED WITH WAX AND SHOW IMPRESSION OF OFFICE SEAL

Benton	Insufficient wax, no seal.
Brent's Cove	Insufficient wax.
Bonavista	Insufficient wax.
Collier's Riverhead	Poor impression of seal.
Gaskiers	Insufficient wax.
High Beach, Lamaline	No wax, no seal.
Jerseyside	Insufficient wax, no seal.
Kitchuses	Insufficient wax.
Lords Cove	No wax, no seal.
Nipper's Harbour	Insufficient wax, no seal.
Old Shop	Insufficient wax.
Rattling Brook	Insufficient wax.
St. John's East	No wax, no seal.

POST OFFICE CIRCULAR.

THURSDAY, 1st MAY, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS

Musgravetown ..... Miss Fern S. Oldford to be Postmistress and Telephone Attendant as from the 1st May, 1941.

Stephenville Crossing ..... Miss Blanche McDonald to be temporary Assistant as from the 3rd April, 1941.

RESIGNATIONS

Head Office ..... Mr. A. S. Wright, B.Sc., Staff Clerk, effective 30th April, 1941

Argentia ..... Mr. Angus Pittman, Messenger, effective 12th April, 1941.

RETIREMENTS

Head Office ..... Mr. Gerard Hickey, Messenger, effective 30th April, 1941

Head Office ..... Mr. Douglas Pike, Messenger, effective 15th April, 1941.

TRANSFERS

Argentia ..... Mr. Patrick Byrne, Learner, Head Office, to be temporary Assistant, Argentia, as from the 17th April, 1941

LEAVE

Postmasters are again reminded that they are not to absent themselves from duty without first obtaining permission from Head Office. When leave is granted officials must resume duty at the expiration of leave and a notification should be sent to the Staff Clerk when leave commenced and on the resumption of duty.

BILLS FOR PAYMENT

It frequently happens that bills for relief are forwarded not properly prepared. The following instructions are repeated:—

"1. Relief officials engaged at a monthly rate will be paid in the proportion of the number of days they are engaged to the total number of days in that month. For example, a person engaged from the 7th to the 20th December, inclusive, at $40.00 per month, would receive fourteen thirty-firsts of forty dollars. A person engaged from the 7th to the 20th June, inclusive, at $40.00 per month, would receive fourteen thirtieths of forty dollars.

"2. Relief officials engaged at a daily rate of pay will be paid only for the days on which they work. For example, a person engaged from the 7th to the 20th December, inclusive, where he is not required to work Sundays, would receive 12 days pay.

"3. In all cases bills must be prepared by the person presenting them, who must shew on the bill the period during which he works.

'The Postmaster must then shew the order number on the bill, state the period during which the expenditure was incurred. check the calculation of the amount of the bill as in 1 or 2 and certify the bill as being correct in all respects."

Bills must shew the inclusive dates between which a relief was employed.

RETURN OF EMPTY MAIL BAGS

In spite of repeated notices, Postmasters continue to disregard instructions with regard to the return of empty mail bags. The instructions are again repeated:—

"It is impossible to maintain an adequate supply of bags within the service unless empty bags are returned promptly to the office from which they were received. Mail bags should never be hoarded at an office or used for any purpose except the lawful one. Certain of the larger offices are permitted to keep a reserve supply of mail bags for their needs but this reserve should not be exceeded without proper authority."

In view of the increasing mails which are being despatched from St. John's, and the additional supplies which are required daily to meet the needs of the service, Postmasters are urgently requested to forward to the General Post Office, St. John's, by every available mail, empty mail bags at their offices that are not required for immediate use.

TRAIN SCHEDULE

The following Railway Summer Schedule came into effect on the 27th April, 1941:—

EXPRESS

WESTBOUND: "Overland Limited" leaves St. John's 9 p.m. Sunday, arriving Port Aux Basques 8.15 p.m. Monday. Regular trains leave St. John's 6 p.m. Tuesday and Thursday, arriving Port Aux Basques 8.30 p.m. Wednesday and Friday.

EASTBOUND: Regular Express trains leave Port Aux Basques 7.45 a.m. Sunday and Friday, arriving St. John's 9.45 a.m. Monday and Saturday. "Overland Limited" leaves Port aux Basques 7.30 a.m. Wednesday, arriving St. John's 8.30 a.m. Thursday.

CARBONEAR BRANCH: Leave St. John's 9 a.m. Tuesday, Thursday and Saturday, arriving Carbonear 1.46 p.m. same days. Leave Carbonear 3.20 p.m. Tuesday, Thursday and Saturday, arriving St. John's 8.10 p.m. same days.

ARGENTIA BRANCH: Leave St. John's 8.30 a.m. Tuesday, Thursday and Saturday, arriving Argentia 1.05 p.m. same days. Leave Argentia same days 4.15 p.m., arriving St. John's 9.15 p.m. same days.

BONAVISTA BRANCH: Leave Clarenville 4.45 a.m. Monday (after the arrival of Westbound and Eastbound express trains) arrive Bonavista 11.30 a.m. Monday. Leave Clarenville 12.30 a.m Friday (after the arrival of Thursdays Westbound Express) arriving Bonavista 6.55 a.m. Friday. Train will leave Bonavista 1.00 p.m. Tuesday and 7.30 p.m. Friday.

TELEGRAPHS

Mothers Day Greeting Service

There will be no special rate fixed text Greeting Service this year.

Telegrams for Director of Recruiting

Telegrams must not be accepted "Collect" from unauthorized persons for the Director of Recruiting. Telegrams received contrary to this instruction will be charged to the accepting office without notification.

Easter Greeting Traffic

	1940	1941	
Telegrams at Special rates	7,841	4,658	Decrease 3,183
Telegrams at Ordinary rates	613	1,588	Increase 975
Total	8,454	6,246	Decrease 2,208

ACCOUNTING

War Saving Stamp Cards

The attention of Postmasters who do not issue War Saving Certificates is directed to Page 919 of the Post Office Circular of the 13th March, 1941, which states that when completed cards are presented they are to be accepted by the Postmaster, who should see that **they are properly signed by the owners.** A case has come to notice where this instruction has not been observed with the result that the Cashier, Head Office, is in receipt of a completed card which has not been properly signed and, therefore, cannot issue a certificate for the owner.

WILL THE POSTMASTER WHO REMITTED A COMPLETED WAR SAVING STAMP CARD TO THE CASHIER, HEAD OFFICE, FOR MR. IRVIN D. KNIGHT, NO ADDRESS, ADVISE BY WIRE IMMEDIATELY IN ORDER THAT A CERTIFICATE MAY BE ISSUED AND FORWARDED TO MR. KNIGHT.

Registers to Cashier and Bank of Montreal to Be Sealed With Wax and Show Impression of Office Seal

Bartlett's Harbour	Insufficient wax, no seal.
Brig Bay	Insufficient wax, no seal
Bunyans Cove	Insufficient wax, no seal.
Charleston	Insufficient wax.
Cox Cove	Insufficient wax, no seal.
Daniel's Cove	Insufficient wax, no seal.
Dunfield	Insufficient wax, no seal.
Fredericton	Insufficient wax, no seal.
Jeffrey's	No seal.
Newtown	No wax, no seal.
Pool's Island, B.B.	No wax, no seal.
Shoal Cove West	Insufficient wax, no seal.
Stephenville Crossing	Poor impression of seal.

It is noticed that a number of offices which has appeared in these lists continue to disregard the instructions. A fine will be imposed on officials who do not follow instructions as issued in the Circular from time to time.

Some offices do not use sufficient wax with the result that only a portion of the office name is visible. Sufficient wax must be used so that the name of the office is clearly shown on the wax.

ERRORS IN MONEY ORDER WORK

The following is a list of Post Offices where officials were responsible for four or more errors in Money Order Service during January, 1941.

Office	No. of Errors	No. of Orders Issued and Paid During January 1941
Bell Island Mines	8	1034
Bonavista	5	355
Botwood	5	587
Brigus	5	219
Buchans	8	1189
Catalina	5	207
Cox's Cove	8	80
Ferryland	4	82
Fortune Harbour	4	87
Gambo	4	181
Gander	11	1265
Grand Falls	4	1216
Hant's Harbour	4	117
Heart's Content	12	154
Hodge's Cove	7	49
Jackson's Arm	4	76
King's Cove	4	135
Lewisporte	4	240
Lumsden	7	57
Milton	4	56
New Bonaventure	4	33
Placentia	4	167
Port Au Bras	4	22
Port Saunders	14	86
Ramea	4	106
St. John's East	9	844
St. John's General	5	3688
St. John's West	4	81

Total number of Orders issued during January	21,720
Total number of Orders paid during January	11,562
	33,282
Total number of Errors	383
Percentage of Errors	1.15

i.e. approximately 11½ errors for each 1,000 orders issued and paid.

Total number of figure errors	246
Percentage of figure errors	.73

i.e. approximately 7 errors for each 1000 Orders issued and paid.

POST OFFICE CIRCULAR.

THURSDAY, 9th MAY, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

MAILS

Treatment of Undeliverable Correspondence

All letters and postal packets which cannot for any reason be delivered must be endorsed on the front with the reason for non-delivery such as "Gone away," "Refused," "Deceased," etc., initialled by the officer making the endorsement and date-stamped with the stamp of the office. The counter-signature of the Postmaster or Head Carrier is necessary where the endorsement has been made by an Assistant or a Letter-Carrier.

Where it is known that the addressee has gone away without leaving an address for re-direction purposes, is deceased or has refused to accept delivery, the letter or postal packet should be made "Dead" immediately. All correspondence after being made "Dead" should be disposed of in accordance with the instructions which follow. It is quite irregular for it to be retained at the office.

Correspondence for the General Delivery should be retained for a period of two months before being made 'Dead." At the end of two months if not delivered such correspondence should be endorsed "Not called for," initialled and date-stamped.

In the case of ordinary inland letters only, which bear the name and address of the sender on the cover, the original address should be crossed out but not so as to obliterate it entirely and the name and address of the sender should be underlined to indicate that the letter is to be returned to him direct. Postmasters are forbidden to open a letter in order to ascertain the name and address of the sender or for any other purpose.

All undeliverable correspondence such as letters which do not bear the sender's name and address, printed papers and packets and corespondence from abroad of all classes including letters which bear the sender's name and address should be made up into a separate bundle addressed to the 'Dead Letter Branch," General Post Office, St. John's. It is irregular for Postmasters to return direct to other Postal Administrations undeliverable correspondence of any description.

Registered undeliverable correspondence should be made "Dead" in the same way as ordinary correspondence, that is, as regards period of retention, endorsing, initialling and date-stamping. The registered service should continue to be afforded up to the time such correspondence is returned to the "Dead Letter Branch." Undeliverable registered correspondence sent to the "Dead Letter Branch" should not be included in the bundle of ordinary undeliverable correspondence, but should be enclosed in a separate registered cover addressed to the "Dead Letter Branch."

All undeliverable parcels whether inland or from abroad should be disposed of in accordance with standard instructions. They should not be retained at the Office of delivery longer than 30 days.

Inspectors when making their surveys should take particular note to see that these instructions are understood and carried out.

It is essential, also, that the staff should examine very closely the full address of all undeliverable correspondence to make certain that an item has not been mis-assorted. If it has

been mis-assorted they should put the date-stamp of their office on the back of the cover and forward the item to the proper Office of delivery, if the mis-assorting is due to similarity of names or to the sender not using the full address the Post Office official should make some endorsement on the front of the cover as will assist in the transmission of the item of correspondence to its proper office of delivery. An example of the kind of endorsement which should be made is as follows:—

"Not for Frenchman's Cove, Bay of Islands, try Fortune Bay."

NEWFOUNDLAND RANGER FORCE DETACHMENT

The following is a list of the Newfoundland Ranger Force Detachments as compiled as from the 30th. April, 1941. The previous list, given on page 934 of the Post Office Circular of the 10th. April, 1941, should be disregarded.

LABRADOR DIVISION

Corporal C. Summers, I/C

Cartwright	Corporal C. Summers,	I/C
Hebron	Ranger M. Davis,	I/C
Nain	Ranger D. Bragg,	I/C
Hopedale	Ranger H. Hucker,	I/C
North West River	Ranger V. Duff,	I/C
Battle Harbour	Ranger M. Christian	I/C
Port Hope Simpson	Ranger C. Dwyer,	I/C
Forteau	Ranger G. Guzzwell,	I/C
Patrol Craft No. 302 (Based at Battle Harbour)	Ranger M. Christian,	I/C

BURIN & FORTUNE BAY DIVISION

Sergeant H. Walters, I/C

Grand Bank	Ranger L. Saunders,	I/C
Fortune	Ranger G. Butler,	I/C
Burin	Corporal I. Glendenning,	I/C
	Ranger C. Holland	
Lamaline	Ranger G. Jenkins,	I/C
St. Lawrence	Ranger G. Fitzpatrick,	I/C
Marystown	Ranger D. Bishop,	I/C
Petit Forte	Ranger E. Noseworthy,	I/C
Bay L' Argent	Corporal F. Mercer,	I/C
Belleoram	Ranger E. Strickland,	I/C
Harbour Breton	Ranger E. English	I/C
Patrol Craft No. 303 (Based at Hr. Breton	Ranger E. English (Relieving)	

SOUTH WEST COAST DIVISION

Sergeant N. Forward, I/C.

Port Aux Basques	Ranger J. Thomas,	I/C
	Ranger J. Morris,	
Codroy Valley (Tomkins)	Ranger F. Thompson	I/C
Rose Blanche	Ranger T. Curnew,	I/C
Burgeo	Ranger M. Delahunty, (Relieving)	

WEST COAST DIVISION

Sergeant E. Martin, I/C.

Deer Lake	Ranger E. Murphy,	I/C
	Ranger R. Mercer,	
Howley	Ranger R. Goodyear,	I/C
Bonne Bay	Corporal W. Rockwood	I/C
Cox's Cove	Ranger E. Toms,	I/C
Stephenville Crossing	Ranger W. Smith,	I/C
Stephenville	Ranger J. Fagan,	I/C
St. George's	Corporal A. LeGrow,	I/C
	Ranger J. Channing,	
Port Au Port	Ranger R. Dingwell,	I/C
	Ranger J. Parsons.	

NORTH COAST DIVISION

Sergeant F. Beauchamp, I/C.

Twillingate	Sergeant F. Beauchamp	I/C
Point Leamington	Ranger R. Sparkes.	
Springdale	Ranger C. Gill,	I/C
LaScie	Ranger R. Manuel,	I/C
Jackson's Arm	Ranger B. Gill,	I/C
	Ranger C. George.	I/C

ST. BARBE DIVISION

Corporal J. Delahunty, I/C.

St. Anthony	Corporal J. Delahunty,	I/C
Roddickton	Ranger L. LeDrew,	I/C
Flower's Cove	Ranger N. Goulding,	I/C
Port Saunders	Ranger E. Clarke,	I/C

HEADQUARTERS DIVISION

Gambo	Ranger A. Terry,	I/C
Gander	Ranger C. Mercer,	I/C
Glenwood	Ranger G. Sharpe,	I/C
Lewisporte	Ranger H. Tapper,	I/C
Badger	Ranger E. Thorburn.	I/C

HEADQUARTERS—WHITBOURNE

Administration	Inspector R. D. Fraser, Acting Chief Ranger.	
Clerical	Ranger E. Power,	I/C
	Miss B. Wylan,	
	Miss H. Forward,	
	Miss S. Windsor.	
Q. M. Division	Sergeant E. Delaney,	I/C
Clerical	Ranger E. Peckford,	
	Ranger R. Chancey.	
Ready for Detachment Duty	Ranger J. Hogan.	
On Sick Leave	Ranger R. Peet.	

STORES

A number of requisitions have been received recently requesting paint, wallpaper, office cleaning and minor repairs. Postmasters will please note that all such requests must now be deferred until the end of the current financial year, that is, the 30th. June, 1941. Expenditure must be kept as low as possible for the next two months.

RETURN OF UNUSED EQUIPMENT TO HEAD OFFICE

Attention is again drawn to the necessity for returning unused equipment to the Controller of Stores, without delay. Excessive line material and tools, telephones, telegraph and wireless apparatus, and empty gasoline drums, should be sent in immediately.

Wireless equipment should be returned by express.

Telephones should be returned by freight.

Postmasters at Telegraph Offices should see that all telephones on their circuit, that are not in use, are returned to the Postal Stores immediately. This instruction must be strictly observed.

ACCOUNTING

Failure of Postmasters to Use Form No. 1084

The following offices have failed to comply with the instructions issued to all offices with regard to Form No. 1084. Declaration of Contents to be enclosed in all envelopes containing remittances addressed to the Cashier. Particular attention is directed to paragraphs 4 and 5 of these instructions which are given on page 943 of the Post Office Circular of the 24th. April, 1941.

Bragg's Island,
Buchans,
Carbonear,
English Hr. West,
Fortune,
Hare Bay, B.B.
Horwood,
Indian Islands,
Kitchuses,
Moreton's Hr.
Mount Carmel,
Northern Bay,
Old Perlican,
Placentia,
Riverhead, Salmonier,
Upper Island Cove,
Victoria Cove,

It is imperative that this form be used in addition to the regular remittance form as claims have been made by certain Postmasters for remittances which were not enclosed in the envelope addressed to the Cashier.

FORM NO. 1084 DECLARATION OF CONTENTS MUST NOT BE USED AS A REMITTANCE SLIP.

STOLEN U. S. A. POSTAL MONEY ORDER FORMS

Paterson, Station 26, N.J. 77119 to 77200.

The above orders, if presented at a Newfoundland office must not be paid.

POST OFFICE CIRCULAR.

THURSDAY, 15th MAY, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS

St. John's Telegraph Delivery ..... Mr. L. Baird to be messenger as from the 1st May, 1941.

St. John's Telegraph Delivery ..... Mr. L. Walker to be messenger as from the 1st May, 1941.

St. John's Telegraph Delivery ..... Mr. R. Parsons to be messenger as from the 1st May, 1941.

St. John's Telegraph Delivery ..... Mr. J. Furlong to be messenger as from the 1st May, 1941.

St. John's Telegraph Delivery ..... Mr. M. Fleming to be messenger as from the 1st May, 1941.

Argentia ..... Mr. Anselm Vaters to be messenger as from the 13th April, 1941.

Cottrell's Cove ..... Mr. Norman Manuel has been re-appointed Postmaster and Telephone Attendant, as from the 1st May, 1941.

RESIGNATIONS

Grand Bank ..... Mr. Lloyd Thornhill, messenger, effective the 15th April, 1941

Cox's Cove ..... Miss Olive Sheppard, Postmistress and Telephone Attendant effective 31st May, 1941.

Boat Harbour, P.B. ..... Miss Lily Matterface, Postmistress and Telephone Attendant, effective 15th May 1941.

OFFICE CLOSED

The Money Order Telephone Office at Cape Race was closed on the 30th April, 1941. Mails will be assorted on Portugal Cove South and be delivered by courier. C.O.D. and Money Order Service will be handled at Trepassey.

DAYLIGHT SAVING TIME

Daylight Saving Time came into effect on the second Sunday in May. At midnight on Sunday, the 11th May, all clocks should have been put forward one hour, making the time 1 a.m. Monday, the 12th May.

MAILS

Correspondence from Couriers to Be Prepaid

Several letters have been received recently by the Secretary from Mail Couriers, Marked "O.H.M.S." and without postage stamps.

Mail Couriers are under contract to the Department to perform certain work in connection with the transportation of mails and are not entitled to free postage.

All offices from which Couriers operate have been provided with Courier Bills. These bills must be made out by the Postmaster at the end of each month, signed by the Mail Courier, certified by the Postmaster if the Mail Courier has performed his work satisfactorily, and forwarded by the Postmaster to the Secretary. It is irregular for the Mail Courier to forward these bills. All enquiries regarding the Courier Services whether by post or telegraph, must be made through the Postmaster and not by the Courier direct.

Tenders for Courier Services must be mailed by the applicants and the postage prepaid.

Postmasters should bring these instructions to the notice of the Couriers.

COURIER BILLS

Postmasters from whose Offices Couriers are operating and who have not proper forms of Courier bills in stock should apply to the Stores Department for them.

LEAVE

In every case when leave is granted the Staff Clerk should be notified by wire of the commencement and end of leave.

Whenever the official in charge is relieved he should pass over all cash, stock and office equipment to his relief, obtain a receipt for these amounts and notify the Chief Accountant by wire the amounts passed over. The telegrams, which will be signed by the Postmaster and the Relieving Official, will be in the following form:—

(1) To the Staff Clerk.

Office passed over to-day by..... and
(outgoing official)

taken over by .....
(incoming official)

(2) To the Chief Accountant:—

Cash ..... Stamps ..... Telegraphs ..... Money Orders, etc

passed over by ..... and received by .....
(outgoing official) (incoming official)

The same procedure must, of course, be followed whenever a Postmaster returns to duty and takes over the office from the relieving official.

The telegrams should be exactly in the form indicated above. The amounts of cash and stock passed over should not be notified to the Staff Clerk.

In no case should an official absent himself from duty without first notifying the Staff Clerk and obtaining permission.

Unless special authority has been obtained an official on leave must absent himself from the office until the expiration of his leave.

TRANSATLANTIC AIRMAIL SERVICE

Following is the latest schedule issued in connection with the trans-Atlantic air mail flights from New York, N.Y., to Lisbon, Portugal, which became effective the 1st May, 1941:

Tues., Thur., Sat.			**Tues., Thur., Sat.**		
9.30 a.m.	Lv.	New York, N.Y. (LaGuardia Field)	EST.	Ar.	1.45 p.m.
3.50 p.m.	Ar.	Hamilton, Bermuda	60MT	Lv.	9.00 a.m.
5.00 p.m.	Lv.	" "		Ar.	7.00 a.m.

Wed., Fri., Sun.			**Wed., Fri., Sun.**		
xx	Ar.	Horta, Azores	30MT	Lv.	xx
xx	Lv.	" "		Ar.	xx
5.30 p.m.	Ar.	Lisbon, Portugal	GMT	Lv.	9.00 a.m.

xx Stop to be made only when operating conditions permit.

It will be observed that this notice shows resumption of return flights by the direct route and that there will be three flights per week instead of two flights as formerly.

RECRUITING POSTERS

The following was sent by Public Despatch on the 10th May, 1941, to all Offices:—

"In order to facilitate the work of recruiting for the Forestry Unit a number of posters will be sent to various offices by the recruiting office. A Postmaster, when receiving these posters should immediately post them in a convenient and conspicuous place on the public side of the office."

REDIRECTION OF DUTY PARCELS

Postmasters are notified that all requests for permission to redirect Duty Parcels should be **mailed** to the Head Postmaster, General Post Office, St. John's, instead of wired as previously instructed. It is necessary that this instruction be observed in order to decrease the number of service messages.

TELEGRAPHS

Traffic for April, 1941

	1940	1941	Increase	Decrease
Paid Telegrams (includes priority)	39,001	55,391	16,390	
Priority	1,984	3,644	1,660	
Phono-telegrams	1,132	1,265	133	
Total Paid Traffic	40,133	56,656	16,523	
Deadhead and Service Messages	6,340	5,697	...	643
Telegram equivalent Public Despatch	3,370	3,760	390	
Total Traffic	49,843	67,993	18,150	..

NOTE: Paid Telegram Figures for 1941 include 6,246 Easter Greeting Telegrams.

DEADHEAD AND SERVICE MESSAGES

The attention of all Postmasters is again drawn to the necessity for keeping the number of Deadhead and Service Messages as low as possible.

The Telegraph System should only be used for matters of importance. Applications for fuel, leave, etc., should be made by mail.

SUSPENSION OF SERVICE WITH GREECE

Information has been received that all comunication with Greece and private communication with the Island of Crete has been suspended. Government telegrams may be accepted subject to delay for the Island of Crete.

ACCOUNTING

Checking Cash and Stocks

The instructions given on page 459 of the Post Office Circular of the 19th January, 1939, are reprinted:—

"In addition to the general check up at the end of every Accounting Period, Postmasters must make a daily counter check.

"In order to do this Postmasters should place in the counter drawer every morning the amount in stamps and cash which they consider will be required for the day's business. If additional stamps are needed during the day they should be purchased from the safe, that is, cash to the value of the stamps required should be transferred from the drawer to the safe at the same time as the stamps are taken from the safe. At the end of the day the cash and stamps in the drawer must be counted. The total should equal the cash and stamps put in the drawer in the

morning, plus the value of duty parcels delivered during the day, plus the cash received for miscellaneous items such as taxed letters, plus the cash received for telegrams, plus the cash received for money orders less the value of the money orders paid as shown on the Paid Sheet.

"'In offices where there are two or more officials, a drawer should be assigned to each official and an imprest of cash and stamps allowed him, the Postmaster must check each drawer daily at the close of business and transfer the cash and stock from each drawer to the safe. No official must have access to another's drawer.

"Where possible definite duties should be assigned to each official and messengers or junior officials should not be allowed to handle money order business.

"Any Postmaster who finds difficulty in laying out a counter system which will simplify checking and establish individual responsibility for cash, stocks, registers and insured parcels should write the Inspectors Division, General Post Office, St. John's, stating his difficulties. A plan will then be drawn up and sent to him.

FAILURE OF POSTMASTERS TO USE FORM NO. 1084

The following Offices in addition to those shown on Page 952 of the Post Office Circular of the 9th May, 1941, have failed to comply with the instructions issued to all offices with regard to Form No. 1084 Declaration of Contents:—

Aguathuna
Argentia
Arnolds Cove
Bay Bulls
Bay Du Nord
Benton
Cappahayden
Cartyville
Cottrell's Cove
Deer Harbour
Elliott's Cove
Femme
Forestfield
Gould's, West
Head Bay D'Espoir
Heart's Desire
Heatherton
Isle Valen
Jersey Harbour
Lally Cove
McIvers
Monkstown
Point Au Mall
Pt. Leamington
St. Theresa's
Ship Cove
Spencer's Cove
Sunnyside
Terenceville
Winterton

POST OFFICE CIRCULAR.

THURSDAY, 22nd MAY, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS

Trouty ..... Miss Lylie Tait to be Telephone Attendant as from the 16th May, 1941.

Point Crewe ..... Mr. Raymond C. Ayers to be Postmaster and Telephone Attendant as from the 1st January, 1941.

Whiteway ..... Mrs. William Drover to be Telephone Attendant as from the 4th May, 1941.

Cox's Cove ..... Mrs. Stella Blanchard to be Postmistress and Telephone Attendant as from the 19th May, 1941.

RESIGNATIONS

St. John's G. P. O. ..... Mr. P. L. Curtis, Letter Carrier, effective 26th April, 1941.

Buchans ..... Miss Margaret McGrath, Assistant, effective 20th May, 1941.

Ireland's Eye ..... Miss Geraldine Hodder, Postmistress and Telephone Attendant, effective 5th June, 1941.

PUBLIC TELEPHONE OFFICES OPENED

Trouty ..... A telephone office was opened at Trouty on the 16th May, 1941. Telegraph traffic will circulate by telephone through Trinity. The nearest Post Office is Dunfield. The nearest Money Order Office is Trinity.

Whiteway ..... A telephone office was opened at Whiteway on the 4th May, 1941. Telegraph traffic will circulate by telephone through Green's Harbour. The nearest Post Office and Money Order Office is Green's Harbour.

MAILS

Compensation for Lost Registers

The information printed on the back of the Registered envelopes, which are sold by Post Offices, does not give the maximum amount of compensation which may be paid in respect of a lost register, with the result that this may leave the impression with the general public that the amount of compensation is unlimited.

Under the Act of 1926 the indemnity to be paid in respect of a duly registered article, whether such loss shall happen within or without Newfoundland, **shall not exceed the sum of twenty-five dollars.** This amount will only be paid after a thorough investigation by this Department.

It is known that instances have occurred where the Registration Service has been used for amounts greatly in excess of this amount. Although this practice is not irregular the sender assumes a great risk by mailing money without the necessary protection.

Where it is possible, or where he has been consulted, the Postmaster should suggest to the sender that he should avail himself of the Money Order Service which will give him full protection for large amounts of money.

CORRESPONDENCE FROM OUTPORT OFFICES

The attention of Postmasters is drawn to the following appearing on Page 398 of the Post Office Circular of 6th October, 1938:

> "Many Postmasters are in the habit of forwarding correspondence, remittances, requisitions, etc., to Head Office with the name of office and/or the signature of the official omitted. These omissions result in unnecessary work at Head Office tracing the origin of these communications. In all cases both the office name and the full signature (not initials) of the official must be given."

The failure on the part of certain officers to carry out these instructions has caused much inconvenience and delay at Headquarters.

Postmasters responsible for these irregularities must give greater attention to the instructions issued for their guidance in order that the business of the Department may be carried on in an efficient manner.

MAIL SERVICE SUSPENDED

All mail service, including Money Order Service, is suspended to Hungary and Yugoslavia.

TELEGRAPHS

Expeditionary Force Messages (Via Imperial)

Effective the 1st June, 1941, a series of numbered standard texts will be adopted for Expeditionary Force Messages "Via Imperial," the use of which will be obligatory in this class of

messages to and from Great Britain and all other Empire countries (excluding Canada) except, for the present, India. It will also be obligatory to and from Egypt.

The texts will be selected by number from a list which will be supplied to all offices.

A maximum of three texts may be used in any one telegram, for example, 6/11/30.

The signatures are limited to two words, one christian and one surname.

The number, or numbers, of text or combination of texts selected shall be transmitted instead of the check (number of words) as in regular messages, thus: "E.F.M. 5" or "E.F.M. 6/11/30."

A flat rate of .70 cents which includes tax will apply.

A folder containing the list of texts is enclosed with this circular.

CERTIFICATES OF PROFICIENCY

The undermentioned candidates have successfully passed the examination for Certificates of Proficiency in Radio-Telegraphy. The last list appeared on page 811 of the Post Office Circular dated the 5th September, 1940:

1st Class ..... Willis S. Moores, Cartwright, Labrador.

2nd Class ..... Leslie H. W. Starks, Battle Harbour.
Claude Hobbs, Heart's Content.
Wm. F. Nugent, Avondale.
Fred. J. Coward, St. John's.
Vernon H. Tilley, Topsail.
Fred W. Day, Gaultois.
M. Battcock, St. John's.
H. V. Hoskins, St. John's.

ACCOUNTING

Transfer of Money by Cable

The attention of Postmasters is drawn to Paragraph 1 in Accounting Circular D.

It is essential that the payee's Regimental number and the branch or unit in which he is serving is quoted with full address.

FAILURE OF POSTMASTERS TO USE FORM NO. 1084

The following offices in addition to those shown on page 952 and 956 of the Post Office Circular have failed to comply with the instructions issued to all offices with regard to Form No. 1084 Declaration of Content.

Some of these offices have already been listed for failure to follow these instructions:—

Aguathuna
Argentia
Burin Bay Arm
Burnt Point, B.D.V.
Charlottetown
Cox's Cove
Doyles Station
Epworth
Fermeuse
Georgetown
King's Cove
Lark Harbour
McIvers
Merasheen
Old Shop
Outer Cove
Port Blandford
St. George's
St. Jones Within
Sally's Cove
Sweet Bay
Tompkins
Wareham
Whitbourne
Woodfords

STOLEN UNITED STATES POSTAL MONEY ORDER FORMS

The following United States Postal Money Order Forms have been reported stolen:—

Chapin, Ill.		106196	to	106199 inclusive
Cayo Mambi, Oriente, Cuba		29001	to	29050 inclusive
	and	30,001	to	30050 inclusive
New Truxton, Mo.		18042	to	18200 inclusive

The above Orders, if presented at a Newfoundland Office must not be paid.

CORRECTION RE STOLEN UNITED STATES MONEY ORDER FORMS

Money Orders Forms reported as stolen and published in the Post Office Circular of the 17th April, 1941, as

Glendale, Wash . . . . . 8625 to 8800 inclusive
should read 3626 to 8800 inclusive

POST OFFICE CIRCULAR.

THURSDAY, 29th MAY, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS

Port Aux Basques ..... Mr. Allan Matthews, Messenger-Assistant, Burgeo, has been transferred to the position of Operator at Port Aux Basques as from the 17th May, 1941.

TELEGRAPH OFFICE OPENED

Port Aux Basques ..... A telegraph office has been opened at Port Aux Basques as from the 17th May, 1941. Telegraph traffic only will be handled. Mails will be handled as formerly at Channel.

SICK LEAVE

There is some misunderstanding as to the number of days which may be granted without a medical certificate. The following rules, taken from the "Rules for Discipline and Guidance of Civil Servants" are published for the guidance of all officers:—

RULE 16. When an officer is unable from illness, or any other cause, to attend for duty he must inform his superior officer immediately. (Outport Postmasters and staff will notify the Staff Clerk).

RULE 17. When illness extends beyond four days a certificate of a duly qualified medical practitioner must be furnished stating the nature of the officer's illness and the probable date of resumption of duty. If the officer is unfit for duty at the expiration of the period indicated by the certificate, the certificate must be renewed

RULE 18. The number of days for which pay may be given without a medical certificate may in no case exceed seven in any period of twelve calendar months.

RULE 19. In the case of prolonged absence through sickness, the extent to which such absence on full pay will be continued will depend on the circumstances of the case. The sole justification for a long period of sick leave being that it will probably enable a public servant to return to duty at its conclusion, the Treasury reserves the right to exclude final sick leave from the calculation of service for pension.

RULE 20. Any officer suffering from an infectious disease is expected to take proper precaution against the spread of the infection. If infectious disease of any kind breaks out in the house where he resides he must at once notify his superior officer and if, as a result, he is not permitted to attend for duty he will receive special leave with pay subject to the provision of a medical certificate specifying the nature of the disease involved.

Special attention is called to Rules 17 and 18.

MAILS

Courier Bills

Courier bills must not be sent to Head Office in duplicate.

OFFICES WITH SIMILAR NAMES

Attention is drawn to the fact that there are a large number of cases of two or more Post Offices having the same or similar names, and whenever the opportunity arises therefore, it is the duty of Postmasters to bring this fact to the notice of the public and to impress upon them the need for correctly addressing their mail in order to avoid missending and delay. In these cases it is not sufficient for the address to contain only the name of the Office of destination; it should contain also the name of the Bay or the name of the Electoral District. The names of some offices with similar names are given on page 62 of the Post Office Circular of the 4th March, 1937.

RESUMPTION OF SERVICE TO GREENLAND

Uninsured and unregistered letters, printed papers, etc., may now be accepted for transmission to Greenland by surface route only, but correspondence is subject to heavy delay

The Parcel Post Service is still suspended

CORRECTION

The Argentia Branch train leaves St. John's on Mondays instead of Tuesdays as given on page 946 of the Post Office Circular of the 1st May, 1941, and returns on Tuesdays.

PARCEL POST SERVICE SUSPENDED TO MADAGASCAR AND DEPENDENCIES AND REUNION (BOURBON) ISLAND

Effective at once the parcel post service from Newfoundland to Madagascar and Dependencies and Reunion (Bourbon Island) is suspended.

Until otherwise instructed, Postmasters will refuse to accept Parcel Post packages for mailing to the above named places.

TELEGRAPHS

Acceptance of Telegrams for Gander, Botwood and Argentia

Owing to the difficulty in locating persons engaged on construction work at "Gander," "Botwood" and "Argentia," telegrams must be accepted subject to delay and at sender's risk. To aid in effecting delivery, all possible information should be given in the address, such as, foreman's name, nature of employment, number of mess or bunkhouse, and, in the case of persons living on board schooners at Argentia, the schooner's name.

EXPEDITIONARY FORCE MESSAGES

The application of standard texts to Expeditionary Force Messages which was to come into effect on the 1st June next has been deferred indefinitely.

ACCOUNTING

Radio Licences

When issuing Radio Licences Postmasters must record on the licence the **full** christian name or names of the person to whom the Licence is issued. Such Licences must be countersigned by the Postmaster.

When issuing licences Postmasters should ascertain whether the address of the licencee when he obtained his last licence is the same as it is now. If there has been any change the old address should be written on the back of the duplicate copy of the licence.

Postmasters are further reminded that all names and dates, etc., must be filled in clearly.

The failure of Postmasters to enter clearly such information on licences has been the source of considerable delay in finalizing licences already issued.

ENDORSEMENT OF CHEQUES

Cheques are to be endorsed **exactly** as they are drawn. For example, if a cheque is drawn in favour of "John James Brown" it must be endorsed on the back "John James Brown." If the person concerned cannot write, he must put a cross (X) on the back of the cheque as his endorsement and two witnesses to this mark must sign their names and add their addresses on the back of the cheque. One of them should also write opposite the cross "John James Brown"—His Mark

Cases are not infrequent where the drawer of a cheque spells the name incorrectly of the person in whose favour the cheque is drawn, e.g.,the name "Piercey" might be spelt "Piercy." In those cases the endorsement should show the full name exactly as it appears on the front of the cheque and underneath the correct name of the person concerned.

REMITTANCES RECEIVED WITHOUT THE PROPER REMITTANCE FORM

Remittances have been received from the following offices unaccompanied by remittance forms. Form No. 1084 Declaration of contents apparently being used to replace the regular remittance forms. This is irregular as Form No. 1084 is to be used in addition to the remittance forms as instructed:—

Aquaforte
Cape St. George
Caplin Cove
Stag Harbour
Stephenville
West Bay Centre
Flat Rock. St. John's East
Monroe
St. Jones Within

REMITTANCES ON WAR SAVINGS STAMPS AND CERTIFICATES

Considerable trouble is caused at Head Office by remittances received for War Savings Stamps and Certificates for both of which the War Savings Certificate remittance form is used.

It has happened on several occasions that remittances have been received for Certificates

but as the Postmaster neglected to enclose the necessary application form, the remittance was assumed to be for Stamps.

To avoid such errors when remitting for War Savings Stamps the word "Certificates" should be deleted from the remittance form and the word "Stamps" substituted.

FAILURE OF POSTMASTERS TO USE FORM NO. 1084

The following offices in addition to those shown on pages 952, 956 and 959 of the Post Office Circular have failed to comply with the instructions issued to all offices with regard to Form No. 1084, Declaration of Contents:—

Bay L'Argent
Boxey
Brighton
Brigus Junction
Cartyville
Collier's, Riverhead
Daniel's Harbour
Fermeuse
Grand Bank
Harbour Grace, South
Hare Bay
Isle Valen
Jerseyside
Lark Harbour
Lethbridge
Lower English Harbour, East
Milton
Musgravetown
Shoal Cove West
Sagona
St. David's
St. Theresa's
Winterton

POST OFFICE CIRCULAR.

THURSDAY, 5th JUNE, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

VACANCY

LaScie ..... Applications addressed to the Secretary will be received up to the 23rd June, 1941, for the position of Postmaster and Operator at LaScie. Salary $600.00 per annum. Applications should follow the usual procedure.

APPLICATIONS FOR INCREASE IN SALARIES

Owing to a large number of applications for increase in salaries received lately it is necessary to repeat the instructions issued in the "Secretary's Circular, No. 92A, dated the 8th September, 1936" which reads as follows:—

"From time to time requests for increases in salary reach the Secretary from Outport Post Office officials. It seems desirable to enter into some explanation of the position in order to save the time which is now expended in answering these representations, and in order to avoid the disappointment which the refusal of applications presumably causes to the officials concerned.

"Salaries are based on the amount of work performed and on the responsibility carried by each official concerned. Unless, and until, there is a marked change of conditions producing a very appreciable increase in work, there can be no question of increasing a salary. Salaries are reviewed annually before the preparation of the Estimates for the coming financial year, and this review takes account solely of the considerations referred to above, namely, the amount of work performed and the responsibility borne by each official. Only in the most exceptional circumstances, such as a sudden and extraordinary increase in business, would the question be considered of increasing the salary of an office outside the occasion of this annual review.

"In these circumstances any official who puts forward a claim for increase in salary must include with that claim full and definite particulars of increased items of work and must say what is the cause of the increase, for example, the commencement of a new industry or the unexpectedly rapid development of an existing industry. Any application for an increase in salary, not supported by actual figures of traffic showing the extent of the increase of work, or not containing a statement of the cause of the increase, will be ignored. Any figures and information which are sent in will be subjected to rigorous check at the Department's Headquarters."

ANNUAL LEAVE

Subject to the exigencies of the service and the availability of suitable relief officials Postmasters and their staff will be granted two weeks annual leave. This applies to officials at Money Order Telegraph Offices only.

In view of the present conditions, which have seriously depleted the available relief staff, it may not be possible to relieve every official. In order that as many as possible may be allowed off it is requested that officials leave and return to duty on the set dates. Extensions of leave seriously interfere with the proper working of a leave schedule and officials should refrain from making such requests.

It has been noted that some officials make definite arrangements with other officials for relief. In order to avoid disappointment this practice should cease. Wherever possible leave will be granted in accordance with the wishes of the official concerned.

Postmasters of non-telegraph offices are reminded that annual leave of two weeks is granted provided no expense to the Department is incurred and then only if a suitable and competent relief official is left in charge of the office. When making application for leave the Postmaster should give the name of the relief and state if competent.

PERIOD OF NOTICE OF TERMINATION OF SERVICE

Officials of the Department will take notice that in future when resigning from the service, written notice must be given in time to reach the Head Office one month before coming into effect.

This instruction will be rigidly enforced and no exceptions will be permitted.

MAILS

Mail Bag Labels

Three kinds of labels as follows are used in the inland mail service:—

1. Written White.
2. Printed White.
3. Printed Green.

The written White Label is used for despatch of all classes of mail by the Travelling Post Offices. (Steamers and Trains).

The printed White Label is used by the St. John's General Post Office for the despatch of Letter and Paper mails, and by the Newfoundland Assorting Office at North Sydney (Note the label used at St. John's bears the notation "From St. John's" and the label used at North Sydney bears the notation "From North Sydney."

The Printed Green Label is used at the St. John's General Post Office, Parcel Post Section, for the despatch of Parcel Post bags only.

Postmasters are instructed to note that in the event of the necessity for a report on misassorted articles from St. John's, North Sydney or the Travelling Post Offices, or for enquiry regarding a missing article from the mails, it is always necessary to enclose with the report the label of the bag which contained the misassorted articles or from which an article was missing. The label helps to establish the point at which the irregularity occurred and is, therefore, essential for the purpose of subsequent investigation.

All surplus labels should be returned to the General Post Office, St. John's. In no circumstances should they be hoarded or destroyed.

FUEL 1941-42

Postmasters at Money Order Offices are requested to inform the Assistant Secretary by the 1st July, as to the amount of fuel requirements for their offices for the coming year on a form similar to the one printed below.

FUEL

Amount of coal supplied 1940-41	Amount of coal required 1941-42 .....
If no coal was supplied 1940-41 state the quantity and value of wood	Amount of wood required for 1941-42 .....
Amount of kindling wood supplied 1940-41	Amount of Kindling wood required 1941-42 .....

DATE ....

Signature.

Postmasters must not cut this form from their Circulars.

ACCOUNTING

Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in Money Order Service during February, 1941:—

Office	No. of Errors	No. of Orders Issued and Paid During February, 1941
Freshwater	4	79
Gander	11	1,284
Norris Arm	4	142
St. John's General	4	3,742
Stephenville Crossing	4	137

Total number of Orders issued during February	21,527
Total number of Orders paid during February	9,681
	31,208
Total number of Errors	232
Percentage of Errors	.74
i.e. approximately 7 errors for each 1,000 Orders issued and paid.	
Total number of Figure Errors	166
Percentage of Errors	.53
i.e. approximately 5 errors for each 1,000 Orders issued and paid.	

FAILURE OF POSTMASTERS TO USE FORM NO. 1084

The following Offices in addition to those shown on page 964 of the Post Office Circular have failed to comply with instructions issued to all offices with regard to Form No. 1084 Declaration of Contents:—

Aguathuna
Bay L'Argent
Boxey
Burnt Point
Cartyville
Centre Cove
Chapel Arm
Fermeuse
Forestfield
St. Vincents
Seldom Come By
Sunnyside
Templeman
Head Bay D'Espoir
Heatherton
Horwood
Moreton's Harbour
Musgravetown
Old Shop
Pushthrough
Ramea
St. Albans
Terenceville
Upper Frery
Woodford's
T.P.O. No. 1 Express

SUSPENSION OF MONEY ORDER SERVICE WITH IRAQ

Postmasters are informed that the Money Order services between Newfoundland and Iraq have been suspended.

STOLEN UNITED STATES POSTAL MONEY ORDER FORMS

The following United States Postal Money Order Forms have been reported stolen:—

Penryn, Calif. .... 70427 to 70600 inclusive
Mount Clare, Nebr .... 29746 to 30000 inclusive
Wantagh, N.Y. .... 165925 to 168000 inclusive

The above Orders if presented at a Newfoundland Office must not be paid.

CORRECTION RE STOLEN UNITED STATES MONEY ORDER FORMS

Money Order Forms reported as stolen and published in the Post Office Circular of the 22nd May, 1941, as

New Truxton, Mo. .... 18042 to 18200 inclusive
should read Nos. 18043 to 18200 inclusive

POST OFFICE CIRCULAR.

THURSDAY, 12th JUNE, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

LEAVE OF ABSENCE

Corner Brook ..... Mr. Austin Vatcher, Assistant, has been granted leave of absence, as from the 3rd June, 1941, for service with His Majesty's Forces.

APPOINTMENTS

Argentia ..... Mr. Douglas Pike to be temporary Assistant as from the 28th May, 1941.

Botwood ..... Mr. Warren Lanning to be Messenger Assistant as from the 20th April, 1941.

Burgeo ..... Miss Violet Matthews to be Messenger Assistant as from the 1st June, 1941.

Channel ..... Mr. Wilson Vardy to be Messenger as from the 28th May, 1941.

Port Aux Basques ..... Mr. Gerald Pike to be Messenger as from the 20th May, 1941.

Grand Falls ..... Mr. Albert Cross to be Temporary Carrier as from the 1st June, 1941.

TRANSFERS

Gander ..... Mr. Charles Lomond, Messenger, Channel, to be temporary Assistant at Gander as from the 28th May, 1941.

RESIGNATIONS

Argentia ..... Mr. Anselm Vaters, Messenger, effective 31st May, 1941

SEASONAL OFFICE OPENED

St. Juliens ..... The seasonal wireless office at St. Juliens was opened on the 2nd June, 1941. Call sign HQ.

MAIL LOST BY ENEMY ACTION

It is notified, with regret, that all mail for Great Britain, posted in Newfoundland between the following dates, has been lost by enemy action at sea:—

14th to the 20th October, 1940
11th to the 17th November, 1940
6th to the 11th March, 1941
17th to the 23rd April, 1941

These mails included letters, registered letters, newspapers and parcels.

MAILS

Communications from Philatelists

It sometimes happens that Postmasters and other Officers of the Department receive requests from Stamp Dealers and Philatelists (1) to affix stamps to letters, (2) to cancel stamps which are not affixed to letters and (3) to cancel stamps already affixed to envelopes and return them by post.

It should be noted by all officers of the Department that in no circumstances should these requests be complied with, and if any such communications are received from Stamp Dealers or Philatelists they should not be replied to but should be forwarded, with any enclosures, to the Secretary.

GIFT SHIPMENTS OF FOOD TO THE UNITED KINGDOM

Revised Regulations Issued by the British Ministry of Food

Information has been received that the British Ministry of Food, in order to conserve shipping space for more urgent supplies, has issued new regulations in respect to gifts despatched to the United Kingdom from abroad. After June 28th, 1941, such gifts will be allowed only subject to the following conditions:—

Bona fide unsolicited gifts, whether they include rationed foods or not, may be received in the United Kingdom from abroad by parcel post addressed to individuals.

No parcel may exceed 5 lbs. gross weight or contain more than 2 lbs. of any one foodstuff.

No permit or licence is required in such cases, and all parcels must be clearly marked as gifts.

A gift cannot be regarded as unsolicited where it has been received as a result of some prior communication sent by the recipient to the donor. Moreover, the receipt of gifts at frequent intervals cannot be permitted.

Licences which have been granted to importers to receive individual gifts in bulk for distribution through the parcel post on arrival in the United Kingdom will not be renewed, or any further licences of this type approved. Existing licences and those recently expired and under consideration for renewal will be held to cover consignments despatched from abroad by the 28th June.

Where well-wishers abroad desire to send larger quantities of foodstuffs (which must not include rationed foods), they must first arrange for some responsible organization in the United Kingdom, formed for charitable or similar purposes, to be the recipient of such goods. Application for a licence must then be made to the Ministry of Food by the organization, which will be required to give an undertaking that the goods will be consumed within that organization. For example: if the recipient is a hospital, the food would be supplied to patients or members of the staff. In the case of neither parcels nor larger consignments will it be permitted to send any money out of the United Kingdom in respect of gifts of food.

Attention is drawn to the provision of the Rationing Orders, 1939 (S. R. and O. 1856) under which it is an offence to obtain or attempt to obtain, or to supply or to attempt to supply any rationed food in excess of the ration. It is an offence, therefore, to send abroad for supplies of rationed foods."

These regulations do not apply to parcels for Newfoundland soldiers in the United Kingdom.

The British Ministry of Food has expressed the desire that wide publicity should be given to the above regulations so as to avoid disappointment to persons contravening them in ignorance of their provisions.

Postmasters are requested to render all possible assistance in making these new regulations known to their patrons.

INTERNATIONAL REPLY COUPONS

It should be noted that International Reply Coupons issued in Bulgaria, Hungary Roumania, Yugoslavia and Greece must no longer be exchanged.

The following is a complete list of the Countries whose International Reply Coupons must not be exchanged:

Austria
Belgium
Bulgaria
Czechoslovakia (Bohemia, Moravia and Slovakia)
Danzig
Denmark
Germany
Greece
France (French Colonies, possessions and Mandated territories)
Holland
Hungary
Italy
Italian East Africa (Eritrea, Ethiopia and Italian Somaliland)
Libya
Luxembourg
Norway
Poland
Roumania
Yugoslavia

Postmasters are advised that if any International Reply Coupons issued in any of the countries mentioned in this list are cashed after the receipt of this notice, they will be debited against their accounts.

TELEGRAPHS

Expeditionary Force Messages

The standard texts service for Expeditionary Force messages, conditions of which, are given on pages 958-959 of the Post Office Circular, will come into effect as from the 16th June, 1941.

The service will also be available via "Commercial" and "Anglo", but to Great Britain and Northern Ireland only.

TRANSMISSION OF ADDRESSES

"Mr", "Messrs", or "Esq." will not be transmitted in the address of a telegram. The abbreviation "Mr." will, however, be transmitted if no initials or given name precede the name of the addressee. "Mrs.", "Miss" or Misses" and any distinctive titles, such as "Sir", "Hon". "Rev", etc., should be transmitted.

COMMUNICATION WITH ISLAND OF CRETE INTERRUPTED

Information has been received that communication with the Island of Crete is entirely interrupted.

LABRADOR SEASONAL WIRELESS STATIONS OPENED

The following Labrador seasonal wireless stations have been opened:

Comfort Bight as from the 2nd June.
Hawkes Harbour as from the 3rd June.
Fishing Ships Harbour as from the 3rd June.
Domino as from the 4th June.
Grady as from the 6th June.

ACCEPTANCE OF TELEGRAMS

In addition to the signature, all telegrams filed must show the full name and address of the sender (not for transmsision). If the sender is serving or employed on board ship, the ship's name must be furnished. This also applies to telegrams from private individuals, charged to hotels and business house accounts; the full address of the sender must appear on the telegram.

In the case of shipping or service personnel, the personal address of the sender must indicate the service, i.e., Mercantile Marine, Army, Royal Air Force or Royal Navy.

For reasons of censorship the above regulation must be fully carried out.

ACCOUNTING

Telegrams Despatched by United States Engineers

The attention of Postmasters and other telegraph officials is directed to the following District Memo issued by the United States Engineers office concerning telegraph messages handed in by officials of the United States Engineers Department at their offices.

These messages are to be accepted as paid and the bill for same made out to the United States Engineers Office is to be forwarded to this office monthly accompanied by duplciate copies of each message and credit for the amount is to be taken in your telegraph account at item 22.

Particular attention is directed to the paragraph concerning the two copies to be sent to Head Office which must show all marks of transmission, i.e., number, time and initials.

If this is not done the copies will be returned by Head Office and no credit allowed until this instruction is complied with.

> "All telegrams despatched from points other than St. John's through the Department of Posts and Telegraphs will be sent chargeable to the account of this office. Telegrams should be filed with the local telegraph agent in triplicate, who will place his marks showing transmission of the message on all three copies, two copies of which will be forwarded by the local Postmaster to the St. John's office of the Department of Posts and Telegraphs. The St. John's office will in turn retain one of the two copies for its file and forward the other copy to this office with its monthly statement. The local Postmaster of the Department of Posts and Telegraphs should be impressed with the necessity of placing the operator's marks on all three copies of the message, since payment of the telegraph department's account cannot be made unless it is supported by a copy so marked."

REDEMPTION OF WAR SAVINGS CERTIFICATES

Contrary to Rule 8 issued on page 771 of the Post Office Circular of the 27th June, 1940, War Savings Certificates cannot be redeemed through the Newfoundland Post Offices, as no arrangements have been made as yet for the redemption except through the Newfoundland Savings Bank.

When applications are received for redemption the applicant should be advised to forward the Certificates direct to the Newfoundland Savings Bank.

REMITTANCES TO CASHIER

REMITTANCE FORMS MUST ACCOMPANY ALL REMITTANCES TO CASHIER. FORM NO. 1084 DECLARATION OF CONTENTS MUST BE USED IN ADDITION TO THE REMITTANCE FORM NOT AS A REMITTANCE FORM.

POST OFFICE CIRCULAR.

THURSDAY, 19th JUNE, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS

Buchans ..... Miss Catherine Wiseman to be Assistant as from the 1st June. 1941.

Grand Bank ..... Mr. John Rogers to be Messenger as from the 10th May, 1941.

ANNUAL LEAVE

Requests have been received for extension of annual leave beyond the normal two weeks granted in any one year to officials of Telegraph Offices.

Postmasters and their staff are advised that leave, in excess of two weeks, will not be granted except where an official has obtained permission to carry over leave from 1940. Particulars regarding the accumulation of leave were given on page 842 of the Post Office Circular of the 31st October, 1940.

OFFICIAL STATIONERY

Officials are reminded that official stationery must not be used for their private correspondence. The regulation to this effect, taken from the "Rules for Discipline and Guidance of Civil Servants", is as follows:—

> "Officers are expected to exercise strict economy in the use of stationery and office supplies, which they are further reminded are the property of the State and must on no account be used for private purposes."

INJURIES WHILE ON DUTY

The following extract from the "Rules for Discipline and Guidance of Civil Servants" is published for the guidance of all officials:—

> "If any person in a Department is injured by an accident arising out of and in the course of his or her employment, whether sick leave is taken or not, that person is promptly to give notice in writing (if possible) of the circumstances to his immediate superior officer. Full details of the accident are to be given showing the date, time, place and cause, and giving the full names and addresses of any witnesses present (two witnesses will be sufficient). A medical certificate stating the precise nature of the injuries should be submitted at the earliest possible moment, in all cases where sick leave is taken, to the superior officer to whom notice of the accident was given.. Superior officers are in all cases to forward all correspondence regarding injuries to the Secretary of the Department accompanied by a covering report regarding the circumstances which caused the injury and any further relevant details."

MAILS

Information Respecting Mail Matter

No information can be given respecting letters or other mail matter which passes through a Post Office, except to the persons to whom they are addressed, and to the senders when enquiring regarding delivery.

Postmasters are not permitted to furnish any information of any kind respecting the names or addresses of persons who post and receive mail at their respective offices.

In no circumstances is a Postmaster authorized to open the letter of another person received for delivery at or passing through his office.

Any breach of these regulations will be sufficient to subject the Postmaster to immediate dismissal.

Mail Courier Contracts

Two copies of Mail Courier Contracts have been mailed to Couriers who operate yearly Courier Services.

Postmasters of places at which the couriers reside are requested to see that the courier returns one copy, properly signed and witnessed to Head Office as soon as possible.

Missing Registered Articles, Insured Parcels, etc.

It is the duty of an office which fails to receive registered article or parcel, which has been advised on a letter bill, parcel bill or list, to report the circumstances **immediately.**

Two telegrams should be sent, one to the office from which the registered article or parcel was due to have been received and the other to the Assistant Secretary. A full written report should be forwarded to the Assistant Secretary as soon as possible.

A Postmaster who fails to notify the non-arrival of a registered article or parcel or listed parcel **immediately** as instructed, or who waits a few days before doing so, will be held responsible for the registered article or parcel and for any claims for indemnity which may arise in connection therewith.

Parcels Containing Liquids and Powders Improperly Packed

Parcels containing liquids and powders are being accepted at certain offices with the contents not packed securely enough to withstand the ordinary risks of transit.

The instructions with regard to the packing of parcels containing liquids, fruit, fish, meat, eggs, butter, cream and greasy and strong smelling articles were given on pages 145 and 146 of the Post Office Circular. Parcels containing powders and all pulverised dry substances should be packed with the same degree of care and precaution as is necessary for liquids.

Postmasters should acquaint the public with the proper methods of packing parcels so as to guard against possible damage to the mails, and they should not accept parcels which are not packed in accordance with the instruction given and which are liable to be broken in transit and cause damage to other mail matter.

The above instruction appears on page 766 of the Post Office Circular dated the 20th June, 1940.

ACCOUNTING

Issue of Money Orders—Care Necessary

Money Orders must be issued carefully and neatly. If an error is made when issuing a Money Order that Money Order must be cancelled (Marked "Spoiled") and a new one issued. Spoiled Money Orders must be sent to the Accountant attached to the Issue Sheet.

The Receipt portion of a Money Order must always be given to the Remitter. This applies to Money Orders sent by Telegraph or issued in respect of a C.O.D. parcel as well as to ordinary Money Orders.

Money Orders which are to be sent by Telegraph must be made out before the Telegram of Advice is prepared. Money Orders issued in respect of a C.O.D. parcel must be made out immediately upon delivery of the parcel.

Postmasters are reminded that a mistake made in issuing a Money Order may lead to serious consequences for them. They must, therefore, never allow themselves to be rushed in the transaction of Money Order business. Money Orders should, at all times, be issued as quickly as possible but never hurriedly or carelessly. Every item must be written on Stub, Money Order, Coupon Advice and Receipt and checked carefully before the order is passed to the Remitter.

The Money Order Issue Sheet should be kept at the counter and the necessary particulars should be entered thereon as soon as each Money Order is prepared. Postmasters should not rely upon the particulars on the Stub for entering on the Issue Sheet.

ALTERATIONS OR ERASURES IN MONEY ORDERS PRESENTED FOR PAYMENT

When a Money Order is presented for payment the Postmaster must examine it carefully. If there are any alterations, erasures or difference between words and figures payment must be refused.

Two telegrams must be sent, one to the Chief Accountant, reporting the irregularity and asking the correct amount of the Money Order according to the Issue sheet and one to the Postmaster at the Issuing Office in Newfoundland asking the amount of the Money Order according to his records. On receipt of a reply from the Chief Accountant the Money Order may be paid at the figure quoted by him. The Postmaster should write across the face of the Order "Paid at $ as per attached telegrams" and pin to the Money Order a copy of the Chief Accountant's telegram. When the reply is received from the Postmaster at the Issuing Office it must be compared with the figure quoted by the Chief Accountant. Any difference must be reported at once to the Chief Accountant.

Postmasters are reminded that they may be held responsible for any loss incurred by the Department through the payment of a Money Order on which any erasure, alteration or difference appears.

Postmasters should keep at the counter the Money Order Paid Sheets. As soon as a Money Order has been paid the particulars should be entered on the Paid Sheet.

SUSPENSION OF MONEY ORDER SERVICES BETWEEN NEWFOUNDLAND AND THE PROVINCES OF HOPEH, SHANTUNG, SHANSI AND HONAN, CHINA

Postmasters are informed that the Money Order Service between Newfoundland and the Provinces of Hopeh, Shantung, Shansi and Honan, China, has been suspended. Money Orders, therefore, are not to be issued for payment at any office in the above named Provinces of China.

RECOVERED UNITED STATES POSTAL MONEY ORDER FORMS

The following United States Postal Money Order Forms have been reported recovered:—

Niland, Calif. ..... 61773 to 61800 inclusive

TELEGRAPHS

Telegraph Traffic May, 1941

	1940	1941	Increase	Decrease
Paid Telegrams (including Priority)	46,595	66,973	20,378	
Priority	3,265	4,822	1,557	..
Mother's Day Greeting Telegrams at Special Rates	3,454	None	..	
Phono-Telegrams	1,294	1,397	103	.....
Total Paid Traffic	51,343	68,370	17,027	.....
Deadhead and Service Messages	6,809	7,494	685	.....
Telegram Equivalent Public Despatch	4,410	3,570	.....	840
Total Traffic	62,562	79,434	16,872	...

Renewed attention is drawn to the necessity of keeping the number of Deadhead Messages on departmental business at a minimum. The use of this service should only be availed of on matters of urgency.

FINES IN CONNECTION WITH FAILURES, ERRORS AND DELAYS

The following have been fined in connection with failures:

Mr. Rees, Counter Clerk, St. John's.
Mrs. Hopkins, Operator, St. John's.
Postmaster and Operator, Lethbridge.
Postmistress and Telephone Attendant, Winter Brook, B.B.

ACCEPTANCE OF TELEGRAMS FROM MEMBERS OF THE CREWS OF HIS MAJESTY'S SHIPS

With reference to instructions published on page 971 of the Post Office Circular in connection with the appearance on the face of every telegram of the full name and address of the sender, telegrams from members of the crews of H.M. Ships or H.M. Canadian Ships may be accepted only if they have been passed by the Ships' Censor.

No telegram which would indicate in any way that the sender and/or his ship is in St. John's or any other part of Newfoundland will be allowed to pass, and for this reason members of the crews of warships may not send money by telegraph.

Telegrams passed by Ships' Censors are subject to Newfoundland censorship to the same extent as are telegrams filed without censorship.

WAR SAVINGS CERTIFICATES

The notice appearing on page 908 of the Post Office Circular of the 20th February, 1941, in respect of War Savings Certificate Books is now cancelled.

POST OFFICE CIRCULAR.

THURSDAY, 26th JUNE, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS

Boat Harbour, P.B. ..... Mrs. William Lockyer to be Postmistress and Telephone Attendant as from the 19th June, 1941.

Ireland's Eye ..... Mrs. Jesse Cooper to be Postmistress and Telephone Attendant as from the 18th June, 1941.

Fishot Island ..... Mrs. Maurice Bromley to be Postmistress as from the 1st January 1941.

TRANSFERS

Botwood ..... Mr. William Gosse, temporary Assistant, Gander, to be Temporary Assistant at Botwood as from the 4th June, 1941.

Gander ..... Mr. Roland Hobbs, temporary Assistant, Botwood, to be temporray Assistant at Gander as from the 4th June, 1941.

RESIGNATIONS

Campbellton ..... Mr. Eric Perry, Messenger-Assistant, effective 30th June, 1941

Grand Bank ..... Mr. John Rogers, Messenger, effective 10th July, 1941.

Kelligrews ..... Miss Anne Hibbs, Postmistress, effective 3rd July, 1941.

Peckford's Island ..... Mr. James E. Abbott, Seasonal Postmaster, effective 30th June, 1941.

Shamblers Cove ..... Miss Olive Stagg, Postmistress and Telephone Attendant, effective 30th June, 1941.

COUNTERFEIT CURRENCY

Postmasters and their Staff, especially Counter Clerks, are cautioned against accepting currency other than Newfoundland, Canadian and American.

All possible care should be taken to see that all currency tendered at Post Offices is genuine.

Cases have occurred recently where foreign paper currency, which is practically worthless, has been passed in Newfoundland. These bills are somewhat similar to those used in Newfoundland and Canada and may be passed if care is not exercised.

MAILS

Posted Mail Cannot Be Handed Back

It is necessary to draw the attention of the Staff to the rule that once an item of mail matter has been posted it cannot in any circumstances be handed back to the sender before despatch.

Any official who disregards this instruction is not only breaking an important rule of the Department but is also acting contrary to Article 36 of the Postal and Telegraph Act (Chapter 35, Volume 1 of the Consolidated Statutes of 1916) which reads:—"From the time any letter, packet, chattel money or thing is deposited in the Post Office it shall cease to be the property of the sender and shall be the property of the person to whom it is addressed or the legal representative of such person. . . . ."

NEWFOUNDLAND RANGER FORCE DETACHMENT

The following is a list of the Newfoundland Ranger Force Detachments as compiled as from the 15th June, 1941. The previous list given on page 950 of the Post Office Circular of the 9th May, 1941, should be disregarded.

LABRADOR DIVISION

CORPL. C. SUMMERS, I/C

Cartwright	Corp. C. Summers, I/C
Hebron	Ranger M. Davis, I/C
Nain	Ranger D. Bragg, I/C
Hopedale	Ranger H. Tucker, I/C
North West River	Ranger V. Duff, I/C
Battle Harbour	Ranger M. Christian, I/C
Port Hope Simpson	Ranger C. Dwyer, I/C
Forteau	Ranger G. Guzzwell, I/C
Patrol Craft No. 302 (Base at Battle Harbour	Ranger M. Christian, I/C

BURIN AND FORTUNE BAY DIVISION

SERGT. H. WALTERS, I/C

Grand Bank	Ranger L. Saunders, I/C
Fortune	Ranger G. Butler, I/C
Burin	Corpl. I. Glendinning, I/C
Lamaline	Ranger G. Jenkins, I/C
St. Lawrence	Ranger G. Fitzpatrick, I/C
Marystown	Ranger D. Bishop, I/C
Petite Forte	Ranger E. Noseworthy, I/C
Bay L'Argent	Corpl. F. Mercer, I/C
Belleoram	Ranger E. Strickland, I/C
Harbour Breton	Ranger C. Holland, Relieving
Patrol Craft No. 303 (Base at Harbour Breton)	Ranger M. Delahunty, I/C

SOUTH WEST COAST DIVISION

SERGT. N. FORWARD, I/C

Port Aux Basques	Ranger J. Thomas, I/C
	Ranger A. Morris
Codroy Valley (Tompkins)	Ranger F. Thompson, I/C
Rose Blanche	Ranger T. Curnew, I/C
Burgeo	Ranger R. Goodyear, I/C

WEST COAST DIVISION

SERGT. E. MARTIN, I/C

Deer Lake	Ranger E. Murphy, I/C
	Ranger R. Mercer
Howley	(Closed for summer)
Bonne Bay	Corpl. W. Rockwood, I/C
Meadows	Ranger E. Toms, I/C
Stephenville Crossing	Ranger W. Smith, I/C
	Ranger J. Parsons
Stephenville	Ranger J. Fagan, I/C
St. George's	Corp. A. LeGrow, I/C
	Ranger J. Channing
Port Au Port	Ranger R. Dingwell, I/C

NORTH COAST DIVISION

SERGT. F. BEAUCHAMP, I/C

Twillingate	Sergt, F. Beauchamp, I/C
	Ranger R. Sparkes
Point Leamington	Ranger C. Gill, I/C
Springdale	Ranger R. Mercer, I C
LaScie	Ranger B. Gill, I/C
Jackson's Arm	Ranger C. George, I/C

ST. BARBE DIVISION

CORPL. J. DELAHUNTY, I/C

St. Anthony	Corpl. J. Delahunty, I/C
Roddickton	Ranger L. LeDrew, I/C
Flower's Cove	Ranger N. Goulding, I/C
Port Saunders	Ranger E. Clarke, I/C

HEADQUARTERS DIVISION

Gambo	Ranger A. Terry, I/C
Gander	Ranger C. Mercer, I/C
	Ranger J. Hogan
	Ranger E. Hudson
	Ranger M. Hogan
Glenwood	Ranger G. Sharpe, I/C
Lewisporte	Ranger R. Peet, I/C
Badger	Ranger E. Thorburn, I/C

HEADQUARTERS—WHITBOURNE

Administration	Inspector R.D. Fraser, Acting Chief Ranger
Clerical	Ranger E. Power, I/C
	Miss B. Wylan
	Miss H. Forward
	Miss S. Windsor
Q. M. Division	Sergt. E. Delaney, I/C
Clerical	Ranger E. Peckford
	Ranger R. Chancey
On Leave	Ranger E. English
In Training	Ranger N. Penney
	Ranger D. Crowther
Supernumerary Rangers in Training	Ranger C. MacDonald
	Ranger V. Noonan
	Ranger G. Doyle
	Ranger E. Tucker
	Ranger R. Hannon
	Ranger G. Percy
	Ranger T. Kane
	Ranger J. Foley

TELEGRAPHS

Movement of Game Wardens Not to Be Disclosed

The following notice was telegraphed to all Offices on the 16th June, 1941:—

"Movements of Game Wardens must not be disclosed by Telegraph Operators at any time. Serious notice will be taken to any Postmaster or Operator committing a breach of this order.

SECRETARY."

ERRORS IN MONEY ORDER WORK

The following is a list of Post Offices where officials were responsible for four or more errors in Money Order Service during March, 1941:—

Office	No. of Errors	No. of Orders Issued and Paid During March 1941
Argentia	8	628
Botwood	4	552
Buchans	5	1,280
Fortune Harbour	7	74
Gambo	8	238
Gander	11	1,357
Harcourt	4	36
Haystack	4	23
Hillview	4	82
Holyrood	4	65
Jamestown	5	62
Lamaline	4	110
Little Bay, N.D.B.	4	91
Marystown	4	189
Milton	4	47
Musgrave Harbour	4	84
Nippers Harbour	4	73
Norris Point	5	90
Port Blandford	4	109
Port Saunders	4	70
Rocky Harbour	5	57
St. George's	5	226
St. John's General	4	4,701
Sunnyside	4	80
Torbay	6	12

Total Number of Orders Issued during March 1941	23,649
Total Number of Orders Paid during March 1941	9,977
	33,626
Total Number of Errors	344
Percentage of Errors	1.02
i.e. approximately 10 Errors for each 1,000 Orders issued and paid.	
Total number of Figure Errors	217
Percentage of Errors	.62
i.e. approximately 6 errors for each 1,000 Orders issued and paid.	

STOLEN UNITED STATES POSTAL MONEY ORDER FORMS

The following United States Postal Money Order Forms have been reported stolen:—

Courtland, Ariz.	36,001 to 36,200 inclusvie
Frankville, Ala.	34,149 to 35,000 inclusive
New York, N. Y. Sta. 256	66,102 to 66,200 inclusive

POST OFFICE CIRCULAR.

THURSDAY, 3rd JULY, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

MAILS

Mails Lost Through Enemy Action

Information has been received from the Postal Administration of Great Britain to the effect that mails, including registered articles, despatched from Great Britain to Newfoundland from the 28th April to 1st May, 1941, have been lost by enemy action

Addressing Correspondence

Postmasters should copy the notice printed below and post it in a prominent place in the lobby. The attention of the public should be drawn to the notice.

NOTICE

In order to avoid delay in delivery of mails addressed to men working with construction Companies at Argentia, Botwood, Gander and such places the public is requested to address mail fully. The following information should be given in the address of letters, parcels, etc., addressed to such men:—

(a) Full name and number, if any.

(b) Nature of work, i.e., carpenter, plumber, or as the case may be.

(c) Number of camp.

(d) Name of Company employing the addressee.

(e) Place at which addressee works.

Treatment of Undeliverable Correspondence

The attention of Postmasters is drawn to paragraph 1 of the instructions regarding treatment of undeliverable correspondence given on page 949 of the Post Office Circular of the 9th May, 1941, which reads as follows:—

> "All letters and postal packets which cannot for any reason be delivered must be endorsed on the front with the reason for non-delivery such as 'Gone away,' 'Refused', 'Deceased', etc., initialled by the officer making the endorsement and date stamped with the stamp of the office. The counter-signature of the Postmaster or Head Carrier is necessary where the endorsement has been made by an assistant or a Letter Carrier."

There should be no delay in the return of any item which it is known cannot be delivered.

Assorting Mails at Distribution Points

Postmasters at Offices which serve as distribution points should note that on the arrival of a mail which has to be re-assorted they should deal with that portion which is due for onward conveyance by the waiting couriers before they attend to the assorting and delivery of the mail of their own settlements.

It is essential that there should be the minimum of delay between the arrival of the mail and the despatch of the connecting Courier services. An avoidable delay of only one hour in despatching a Courier may cause serious dislocation throughout that service compared with which the delay of an hour in delivering the mail to the public at the distribution point is of relatively small importance.

Letters Containing Money in the Form of Coin or Paper Currency

Postmasters are reminded that all letters, containing money in the form of coin or paper currency, must be registered, and whenever necessary Postmasters should inform the public to this effect. It frequently happens that letters of this description are received by the T.P.O's. and at the General Post Office, St. John's, unregistered, and there is reason to believe that certain Outport Offices accept such letters from the public with the knowledge that they contain money and yet do not insist upon registration. In these cases the Postmaster should inform the sender of the necessity for registration, and if he or she fails to take advantage of the protection afforded it is the duty of the Postmaster to register the letter and tax it for the amount of the registration fee, i.e., five cents for inland registration.

Letters containing coin may be accepted for inland registration, provided the coin is securely wrapped. They cannot, however, be accepted for foreign registration.

TELEGRAPHS

Labrador Seasonal Wireless Station Opened

The following Labrador seasonal wireless station has been opened:—

Smokey as from the 23rd June, 1941.

Telegrams Deposited in Post Office Letter Boxes

It sometimes happens that the public deposit telegrams, with money to cover the telegraph cost, in Post Office Letter Boxes, owing to the fact that the offices are closed or the Postmaster is away from the office delivering a telegram, and cases have come to notice where telegrams dropped in the boxes in this way have suffered considerable delay owing to the Postmsater failing to clear the letter box frequently.

Letter Boxes should be cleared at intervals during business hours and invariably shortly before closing business for the day.

Delivery of Telegrams

Attention is called to Secretary's Circular No. 54 in reference to the delivery of telegrams from Post Offices having no telegraph or telephone connection.

It is necessary for the Department to be in a position to prove receipt by the addressees of telegrams delivered from offices having no telegraph or telephone connection.

The following regulations apply:—Telegrams mailed from a Telegraph Office to a Post Office for delivery must be enclosed in a telegram envelope bearing the name and address of the addressee in the usual way and should be enclosed in a covering envelope with a messenger delivery form addressed to the Postmaster at the office of delivery.

The outside of the envelope must bear the number and date of the enclosed telegram and is to be entered on a letter bill and treated as a registered article. The postmaster at the office of delivery will deliver the telegram to the addressee if he resides within the delivery limit of one mile and request him to sign the delivery form. The receipt should show the time and date and be returned to the despatching office with the acknowledgment of the letter bill.

If the addressee lives beyond the delivery limit every effort governed by circumstances must be made to notify him and effect delivery with the least possible delay. A receipt should be obtained as indicated above and returned to the Despatching office in due course.

ACCOUNTING

War Saving Certificates

Considerable delay and inconvenience is caused to the Cashier, Head Office, by the failure of Postmasters to comply with instructions given on page 911 of the Post Office Circular of the 27th February, 1941, in connection with signatures on applications for War Saving Certificates and War Saving Stamp Cards.

Postmasters should take care that when an application form is received the signature is legible. If it is not, then he should print the name of the party in a corner of the application form or above the signature, if there is space.

APPLICATION FORMS MUST ACCOMPANY ALL WAR SAVING STAMP CARDS.

Requisitions for Postage Stamps

Postmasters should see that their stocks of postage stamps do not get too low before ordering a fresh supply. Many Postmasters are not sufficiently careful in this respect and leave their requisitions until the last minute, expecting that the order will be executed by the first return mail, invariably. It sometimes happens that this is impracticable and that considerable inconveneince is thereby occasioned in the Outport offices.

All requisitions are dealt with as expeditiously as possible in the Stamp Department at St. John's, but Postmasters should send in their requisitions in good time so as to ensure that the mail connections will permit of the new supply reaching their Offices well in advance of the old supplies being sold out.

Errors in Stamp Remittances

Postmasters must open and check stamp remittances as soon as possible after receipt at their Offices. The checking should be done whenever practicable in the presence of a second officer. If there is any discrepancy between the value of the stamps received and the amounts shown on the remittance form, the Head Postmaster of St. John's should be notified by wire immediately. A report giving full particulars should be forwarded by first post to the Head Postmaster of St. John's, together with the requisition form and the envelope or other wrapping in which the stamps were received.

Remittances to Cashier

The following offices despatched remittances to the Cashier, Head Office, without enclosing the necessary remittance forms:—

OFFICE	ACCOUNT
Canada Harbour	Stamps
Cavendish	Envelopes
Hooping Harbour	Duty
Ireland's Eye	Envelopes
Musgravetown	Stamps, Radio and Duty
Pasadena	Duty
Raleigh	Stamps and unpaid matter.
Roddickton	Telegraphs, Stamps, Radio
Riverhead, Salmonier	Unpaid Matter
Stephenville	Telegraphs
Tompkins	Envelopes
Tors Cove	Duty, Stamps

Failure of Postmasters to Use Form No. 1084

The following offices have failed to comply with the instructions issued to all offices with regard to Form No. 1084, Declaration of Contents, to be enclosed in all envelopes containing remittances addressed to the Cashier:—

Boyd's Cove
Brighton
Brigus Junction
Bunyans Cove
Burnt Point
Carmanville
Flatrock
Fortune Harbour
LaPoile
Leading Tickles
Lower Island Cove
Lush's Bight
Monkstown
Northern Bay
Notre Dame Junction
Outer Cove
Pilley's Island
Port Anson
Ramea
Rattling Brook
St. Brendans
St. Davids
St. George's
Tompkins
Woodfords
Gander

POST OFFICE CIRCULAR.

THURSDAY, 10th JULY, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

APPOINTMENTS

St. John's Head Office ..... Mr. A. Loveys to be Acting Grade II Clerk as from the 1st May, 1941.

Kelligrews ..... Mr. Richard Hibbs, J.P., to be Postmaster as from the 4th July, 1941.

Peckford's Island ..... Mr. James Way to be Seasonal Postmaster as from the 1st July, 1941.

Campbellton ..... Miss Estella Kearley to be Messenger-Assistant as from the 1st July, 1941.

Amherst Cove ..... Mrs. Allan Brown to be Telephone Attendant as from the 1st July, 1941.

RESIGNATIONS

Channel ..... Mr. Abram Stanford, Assistant, effective 26th June, 1941.

Abraham's Cove ..... Mrs. Julien Duffy, Postmistress and Telephone Attendant, effective 31st July, 1941.

TRANSFERS

Gander ..... Mr. J. T. Miles, Postmaster and Operator, Gaultois, to be temporary Assistant, Gander, as from the 1st July, 1941.

VACANCIES

Channel ..... Position of Assistant. Salary $720.00 per annum. Applications will be received up to the 15th July, 1941.

Windsor ..... Position of Postmaster and Operator. Salary $840.00 per annum. Applications will be received up to the 15th July.

Applicants should follow the instructions given on page 889 of the Post Office Circular of the 23rd January, 1941.

OFFICE CLOSED

The Post Office at Frenchman's Island, Labrador, was closed on the 31st May, 1941.

EMPTYING MAIL BAGS

There is reason to believe that many Postmasters are not turning the mail bags inside out completely when they receive a mail. Empty bags have been received back at the General Post Office, St. John's, on various occasions with pieces of mail hidden in the folds and addressed to the Office returning the empty bags. It is unnecessary to enlarge upon the great inconvenience and the delay which is occasioned to the public's mail by such gross carelessness, and Postmasters are warned against being responsible for such failures in future.

MAIL COURIER'S CONTRACTS

Sections four and seven of the Contracts read:—

(4) The Contractor shall be personally liable for the safe custody of all mail bags and mail packages of every description handed to him for the purpose of conveyance and he shall protect the said mail bags and mail packages from handling by unauthorised persons and he shall provide proper and sufficient coverings for the protection of the said bags and mail packages against damage by water and weather conditions.

(7) In the event of the Contractor being unable to carry by his ordinary means of conveyance all the mail offered for any trip the Contractor shall provide at his own expense additional means of conveyance for such surplus mail. Such surplus mail shall be carried at the same time as the regular mail for the trip in question.

It is the duty of all Postmasters to see that Couriers are carrying out these sections of their contracts. Any breach of same should be reported to the Secretary.

DUTY PARCELS—RETURN, REDIRECTION, ETC.

The attention of Postmasters is again drawn to the instructions on pages 690 of the Post Office Circular of the 8th February, 1941.

From the frequent irregularities which occur in connection with the accounting for duty parcels it is clear that many of the staff are omitting to follow the regulations laid down in this matter.

Postmasters should bear in mind that the transfer of duty parcels from one office to another affects the accounts of the original office of delivery and improper handling in this respect causes complications in the Accounts Branch at Headquarters and delay and inconvenience to the addressees of the parcels.

The circumstances in which duty parcels can be transferred from one office to another are as follows:—

(a) Redirection within Newfoundland.

(b) Return to the General Post Office, St. John's, for reassessment by Customs Department, on the application of the addressee.

(c) Return to General Post Office, St. John's, as undeliverable for subsequent return to sender, or redirection to the addressee in another country.

(d) Returned to General Post Office, St. John's, in order to be subsequently returned to sender for exchange of goods.

In the case of (a) above if the addressee has removed from one settlement to another the Postmaster of the original Office of Delivery should first communicate with the Head Postmaster, St. John's, asking for authority to redirect the parcel to the new address. The bill number, date, amount of duty and the name of the addressee of the parcel should be given in the telegram to the Head Postmaster. The amount of duty shown in the accounts at Headquarters as due to be collected by the original office of delivery will be transferred to the accounts of the office to which the parcel is redirected.

(b) Whenever a parcel is returned to the General Post Office for reassessment of duty the Postmaster of the office of delivery should enclose in the special envelope No. 1006 bearing the printed address of the Head Postmaster, St. John's, a Form No. 1005 properly prepared by the addressee and certified by the Postmaster. The envelope, containing the form, should be securely tied to the parcel and forwarded as a registered article. The Form No. 1005 which is the application for refund of duty must be properly filled in and show all particulars in connection with the parcel concerned. Care should be taken to see that any parts of the form, which are not applicable, are struck out, otherwise delay will be caused in attending to the matter owing to the necessity of having to communicate again with the office of delivery. All the necessary forms such as invoices, certificates, etc., supporting the application for re-assessment of duty, should be enclosed in the envelope No. 1006.

Whenever a parcel is returned to St. John's for re-assessment of duty the postage to St. John's and back again to the office of delivery must be prepaid by the addressee. In the case, however, of parcels addressed to persons in very poor circumstances, where application, supported by certificates from Clergymen, Doctors or J.P's. is being made for cancellation of duty and the return of the parcel is necessary, the Postmaster may consult the Head Postmaster, St. John's, by telegram, with reference to the payment of postage.

(c) When the parcel cannot be delivered and is returned to the General Post Office, St. John's, for subsequent return to the sender or redirection to the addressee in another country the Postmaster should himself prepare Form No. 1005 in all particulars and certify it. He should then enclose it in Envelope No. 1006 attaching the envelope firmly to the parcel and return it as a registered item.

(d) Whenever the addressee having taken delivery of a parcel desires to return it wholly or in part to the sender for exchange of goods he should be required to fill in Form No. 1005 which must afterwards be certified by the Postmaster. The form should be enclosed in Envelope No. 1006 which must be securely tied to the parcel and returned to the General Post Office, St. John's, as a registered item. A Newfoundland Customs Declaration form must be prepared and affixed to the parcel, and care should be taken to describe on the Customs Declaration Form the nature and value of the goods contained in the parcel. The words "Goods returned for exchange" should be written clearly across the face of the Customs Declaration form. In the case of parcels of this description the return postage to the original country of origin must be prepaid by the person returning the parcel.

CORRESPONDENCE WITH PRISONERS OF WAR IN ENEMY AND NEUTRAL COUNTRIES

Attention is drawn to the instructions issued on pages 717, 742, 750, 753, 809, 815 and 846 of the Post Office Circulars in connection with correspondence and communication with persons in enemy countries and prisoners of war in enemy and neutral countries.

If Postmasters are without any copies of these Circulars application should be made to the Staff Clerk for fresh copies.

TELEGRAPHS

Priority Telegrams—Increased Rate

Effective the 4th July, 1941, the rate for Priority telegrams will be 20 cents for the first ten words and .02 cents for each additional word over ten, extra on the ordinary full rate of .30 and .03 cents. It must be noted that this rate on telegrams for points outside Newfoundland is applicable only on the system controlled by the Department of Posts and Telegraphs; the charge must, therefore, be paid by the sender whether such telegrams are sent prepaid or collect.

D. H. Telegrams to Be Short

Although it is recognised as impossible to conduct the Post Office service throughout the Island without resorting to the frequent use of the Telegraphs it is highly desirable, in the present state of overloaded lines, to restrict the use of D.H. telegraph traffic as much as possible and to use the mail in preference whenever practicable. Where the Telegraphs must be used telegrams should be short, concise and to the point.

Where a long D.H. telegram is handed in by anyone connected with the Department, and having authority to use the D.H. Service attention must be called to this rule and the telegram cut down if possible.

Important and urgent information may be transmitted over the wire but less important matters should be forwarded by mail.

ACCOUNTING

Advices of Money Orders Issued on Great Britain Not Being Received at Accounts Branch

It is again necessary to direct the attention of Postmasters generally to the fact that a great number of Money Orders issued on European countries are being given to the remitters for transmission to the payees without first detaching the advices.

Both parts are then presented by the payees at the office drawn on, but payment is refused because the order has not been properly advised by "Head Office, St. John's."

Postmasters have been reminded on several occasions that a delay in payment of six to eight weeks has been caused by this irregularity, and the public has been forced to suffer great inconvenience, and in some cases hardship, by this carelessness. Severe disciplinary action will be taken against the Postmasters concerned if this practice is persisted in.

Other irregularities noted are :—

Amounts mutilated or written over.

Paying office not definitely stated (if drawn on Canada or U.S.A. the city and state must be clearly shown on the order).

Full address of payee not shown on advice of Orders drawn on European countries. These Orders are re-issued in London and mailed direct to the payee, as Newfoundland Orders are not payable in these countries.

Postmasters should avoid making these errors as they reflect discreditably on the efficiency of the Department.

STOLEN U.S.A. POSTAL MONEY ORDER FORMS

The following United States Postal Money Order Forms have been reported stolen:—

Bendavis, Mo..... 10374 to 11000 inclusive

WAR SAVING CERTIFICATES

Remittances to the Cashier, Head Office, on War Savings account must be put in a separate envelope and on the outside of the envelope the words "War Savings Certificates" should be written.

Spoiled or cancelled War Savings Certificates must be entered on form No. W.SC. 4.

Serial numbers of War Saving Certificates on hand must be entered on form No. W.SC. No. 3.

Pages 989 - 992

POST OFFICE CIRCULAR.

THURSDAY, 17th JULY, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

LEAVE OF ABSENCE

Fortune ..... Mr. John Spencer, Messenger, has been granted Leave of Absence to join His Majesty's Forces (Royal Navy) as from the 25th June, 1941.

RESIGNATION

Heart's Desire ..... Mr. J. J. Groves, Postmaster and Telephone Attendant, effective 21st July, 1941. (Vacancy advertised locally).

WITHDRAWAL OF RESIGNATION

Grand Bank ..... Mr. John Rogers, Messenger, whose resignation was to take effect as from the 10th July, 1941, has withdrawn his resignation.

MAILS

Courier Bills

Courier bills are received at Head Office not properly completed. In many cases the amount of the bill and the number of trips for the month are omitted.

Postmasters should see that full particulars are given and that the name of the courier is legible.

Courier bills must not be forwarded in duplicate.

Return of Mail Bags

The attention of the Staff at all offices is again directed to the necessity for returning mail bags to the St. John's General Post Office without delay and by every despatch leaving the office.

In no circumstances should any Postmaster take it upon himself to condemn a mail bag as unfit for further use and to retain it at his office. The Stores Department arranges for the repair of all faulty mail bags and considerable economy can be effected by putting such bags into service for a further period.

FRAUDULENT USE OF POSTAGE STAMPS ALREADY USED

Every person who uses or attempts to use in prepayment of postage on any letter or mailable matter posted in Newfoundland, any postage stamp which has been before used for a like purpose, or who uses or attempts to use for the purpose of transmission by or through the post any post card or stamped envelope or stamped post band or wrapper which has been before used for a like purpose shall incur a penalty not exceeding forty dollars for every such offence (Extract from Postal and Telegraph Act).

If a Postmaster has grounds for believing beyond all reasonable doubt that a stamp affixed to an item of correspondence or printed or embossed on any stationery has already been used he should withhold the item of correspondence from the normal course of circulation in the mails and forward it with a report to the Secretary. The stamp should not be cancelled with the office date stamp. The report should give the date of posting of the item and the name and address of the sender if known to the Postmaster.

It goes without saying that Postmasters should exercise extreme care in this matter and should not withhold an item from due course of circulation unless the evidence of fraudulent use is conclusive. It does not follow for example that because a stamp is dirty it has necessarily been used on a previous occasion. The most conclusive evidence is the mark of a previous date stamp or postmark.

Attention is directed in this matter to page 130 of the Post Office Circular of the 1st July, 1937, in which reference is made to the irregular use of Customs duty stamps which reads as follows:—

> "It has been reported that individuals in the Outports are using Newfoundland Customs duty stamps (used specimens) to affix to correspondence ostensibly in payment of postage. Postmasters who may have a knowledge of such individuals should warn them that this practice is entirely irregular and may lead them to serious trouble. Any item of correspondence which may be found to have Newfoundland Customs duty stamps in place of authorised stamps, should not be forwarded to destination but should be enclosed in an official cover, with a report, and sent to the Secretary."

REGISTERED AND INSURED MAIL

The Staff should take particular note that registered, insured and dutiable mail must not be delivered to any person other than the addressee, except on his or her written authority which must be attached to the delivery receipt. The delivering officer is responsible for making sure that the written authority is genuine. If he has any doubt in the matter he should withhold delivery until he is properly satisfied. Such mail should not be delivered to children even when they produce written authority.

STORES

All requisitions for Stores should be addressed to the Controller of Stores, General Post Office, St. John's. Except in cases of emergency requisitions should be posted and not telegraphed.

Postmasters should ordinarily requisition for one month's supply at a time and avoid having excess stock on hand. The requisition should be filled in in detail giving the quantity required, the form number, the name of article, etc. If no form number is given a sample form should be enclosed with the requisition. The Controller of Stores will decide whether the requisition will be filled and if considered necessary may reduce the quantity shown on the requisition.

Every item supplied by the Stores Department is charged to the office requisitioning same and periodic comparisons are made as to the cost of upkeep of offices in the various classes. It is, therefore, essential that Postmasters and other responsible officials should see that the expenditure at their offices is kept to a minimum. All cases of excessive expenditure will necessitate detailed explanation.

In the case of Postmasters requisitioning for Stores not intended for use at their offices, such as batteries for private telephone subscribers, etc., the fact should be definitely stated in order that the correct entries may be made in the Stores Department records.

Offices in Private Residences. Post Offices situated in private residences or in an annex to a private residence will not normally be entitled to supplies such as clocks, stoves, lamps, fuel, oil, furniture, etc. It is a condition of appointment to offices of this class that official stationery only will be supplied.

TELEGRAPHS

Acceptance of Telegrams for Gander, Argentia and Botwood

Further reference to instructions on Page 962 of the Post Office Circular of the 29th May 1941. Telegrams addressed to workmen on construction work must bear a full and complete address otherwise they must be accepted at sender's risk and non-delivery notice will not be sent in respect to such telegrams. The words "Sender's Risk" must be transmitted after the check on telegrams so accepted. Repeating offices should query addresses of telegrams to points affected by the notice referred to before continuing transmission and verify that they have been accepted in accordance with this regulation. No claim for refund will be considered in respect of telegrams accepted at "Sender's Risk."

Free Delivery of Telegrams

The limit of free delivery of telegrams is as follows:—Where there is no messenger telegrams shall be delivered by the Postmaster up to one mile. Where there is a messenger the free delivery shall be one and a half miles with the extension of this distance left to the discretion of the Postmaster. Beyond these limits a telegram becomes liable to special delivery. Under certain circumstances a telegram may be delivered by trustworthy chance or a request should be sent by chance to the addressee to call and take delivery.

When a telegram is received for an addressee outside the delivery limit and no immediate possibility of free delivery presents itself, the office of origin should be notified of non-delivery and of the cost of delivering by special messenger.

In every case confirmation of delivery must be obtained.

Interception of Telegrams

The following regulations govern the interception of telegrams:—

A telegram may be intercepted on proper written authority and a copy delivered to the addressee or his recognized and identified agent at an intermediate point between the place of origin and the office of destination.

The charge for this service will be a flat rate equal to the local charge on a ten word message between the point of interception and destination or the office of origin and the point of interception as the case may be.

The original telegram must go through to the office of destination where the proper notations as to its disposal are made.

Telegrams from Trains and Steamers Must Be Prepaid

Telegrams handed in by passengers on trains or steamers enroute, must be prepaid. If a "Collect" telegram from a passenger is passed in by a messenger after the train or steamer has left a service message should be sent to the sender at the first stop or port of call where it can be delivered notifying the sender that "Collect" telegrams cannot be accepted from passengers enroute and that the telegram has been filed "Unsent."

A receipt or acknowledgment of delivery of the service message should be obtained from the passenger whenever possible. Failing this delivery should be made to the Conductor or Purser who should be asked to sign the receipt.

ACCOUNTING

Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in Money Order service during April 1941:—

Office	No. of Errors	NO. OF MONEY ORDERS PAID AND ISSUING DURING APRIL
Argentia	4	911
Badger	5	166
Bonavista	8	286
Botwood	4	539
Buchans	6	1,235
Cape St. George	6	23
Cox's Cove	4	64
Fortune Harbour	7	93
Gander	5	1,262
Harcourt	5	44
Howley	4	206
Jamestown	5	61
Lamaline	5	141
Lark Harbour	4	42
Laurenceton	4	38
Lewisporte	6	256
Marystown	4	272
Millertown	5	165
Port de Grave	6	60
Red Island	5	38
Roberts Arm	4	197
St. George's	5	62
St. John's East	5	947
St. John's General	7	4,136
St. John's West	4	95
Stephenville Crossing	6	190
Trinity, T.B.	4	122
Victoria	6	86

Total Number of Orders issued during April 1941	22,352
Total Number of Orders paid during April, 1941	10,299
	32,651
Total Number of Errors	383
Percentage of Errors	1.17
i.e. approximately 11½ errors for each 1,000 Orders issued and paid.	
Total Number of Figure Errors	252
Percentage of Errors	.77
i.e. approximately 7½ errors for each 1,000 Orders issued and paid.	

POST OFFICE CIRCULAR.

THURSDAY, 24th. JULY, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY

APPOINTMENTS

Fortune .. ..Mr. Phillip Spencer to be temporary Messenger as from the 1st. July, 1941.

Bay Roberts .. ..Mr. Ernest Snow to be Messenger as from the 6th. July, 1941

Tilting .. ..Mr. John McGrath to be Postmaster and Telephone Attendant as from the 11th. July, 1941.

General Post Office .. ..Mr. Stephen Angel to be temporary Carrier as from the 1st. July, 1941.

Gander ... .Mr. J. D. Knee to be temporary Assistant as from the 18th June, 1941.

Brooklyn ... .Mrs. Richard Russell to be Postmistress and Telephone Attendant as from the 15th. July, 1941.

Port Union .. ..Mr. Reginald King to be Messenger Assistant as from the 10th July, 1941.

WITHDRAWAL OF RESIGNATION

Heart's Desire . . ..Mr. J. J. Groves, Postmaster and Telephone Attendant, whose resignation was to take effect as from the 21st. July, 1941, has withdrawn his resignation.

RESIGNATIONS

Georgestown ... .Mr. W. J. Bartlett, Postmaster, effective 30th. June, 1941.

Bay Roberts ... .Mr. John Noseworthy, Messenger, effective the 5th. July, 1941.

St. John's Instrument Room ... ...Mrs. A. J. Spracklin, Operator, effective 31st. July, 1941.

Brooklyn ... .Mrs. Nettie Stares, Postmistress and Telephone Attendant, effective 14th. July, 1941.

St. Anthony.... ....Mr. A. V. King, Assistant, effective 10th. July, 1941.

Tilting ... .Mr. Patrick McGrath, Postmaster and Telephone Attendant, effective the 10th. July, 1941.

Port Union ... .Miss Edna King, Messenger Assistant, effective the 9th. July, 1941.

Catalina ... .Miss Katherine Torraville, Messenger, effective the 8th. July, 1941.

Grates Cove ... .Mr. N. C. Snelgrove, Postmaster and Telephone Attendant, effective the 31st. July, 1941.

Moreton's Harbour.... ....Miss E. G. Butt, Postmistress and Operator, effective the 10th. August, 1941.

VACANCIES

St. Anthony ... .Applications addressed to the Secretary will be received up to the 12th. August, 1941 for the position of Assistant at St. Anthony, at a salary of $600.00 per annum.

Moreton's Harbour ... .Applications addressed to the Secretary will be received up to the 5th. August 1941, for the position of Postmaster and Operator, Moreton's Harbour, at a salary of $480.00 per annum.

Rose Blanche ... .Applications addressed to the Secretary will be received up to the 12th. August, 1941 for the position of Postmaster and Operator, Rose Blanche, at a salary of $600.00 per annum.

MAILS

Mail Service To Turkey Resumed

All classes of mail matter, except parcel posts, may be accepted again for Turkey.

SEALING MAIL BAGS

Some of the offices which use lead seals for sealing mail bags, do not always take care to see that the seal is pressed firmly.

It has been noted in several instances that the seal can be withdrawn and replaced without difficulty.

The string should be securely tied and the seal firmly pressed so that it cannot be withdrawn from the string.

CARE IN ASSORTING

A number of cases of misassorting have come under notice recently, particularly in connection with parcels, and it is evident that the necessary degree of care in assorting work is not always being given.

A considerable amount of inconvenience is caused to the public by the misassorting of parcels and other articles of mail. In many cases the mail connections are such that the error can only be rectified after many days of delay. Secretary's Circular No. 90 of the 15th. July, 1936. and No. 94 of the 17th. September, 1936 instructed Postmasters that they were to make a report in all cases of misassorting but in view of the fact that reports of this nature are very rarely received from offices there is reason to believe that these instructions are often disregarded Postmasters should read again the instructions contained in these circulars and carry them out in the future.

Besides reporting cases of misassorting, Posmasters are expected to forward to the correct office of delivery without delay any letters, parcels or other articles of mail misassorted to their offices. Any officer failing to do this and wrongly keeping such parcel or letter at his office will render himself liable to serious disciplinary action.

It is hoped that every member of the Staff will take note of these instructions in order to avoid cases of misassorting which reflects adversely upon the efficiency of the Department.

TELEGRAPHS

Telegraph Traffic June 1941

	1940	1941		
Paid Telegrams (includes Priority) ..	54,574	66,001	Increase	11,427
Priority	4,807	7,029	"	2,222
Phono-Telegrams	1,321	1,578	"	257
Total Paid Traffic	55,895	67,579	"	11,684
Deadhead and Service Messages	6,631	7,927	"	1,296
Telegrams equivalent Public Despatch	4,080	3,860	Decrease	220
Total Traffic	66,606	79,366	Increase	12,760

Renewed attention is drawn to the necessity for keeping the Deadhead and service traffic at a minimum.

FINES

Fines have been imposed in connection with errors failures and delays as follows:

Errors in the Transmission of Figures:

Mr. C. D. B. Knight, Operator, Placentia.
Mr. J. Penwell, Operator, Grand Bank.

Failure:

Mr. Heath, Operator, Harbour Grace.

Delays:

Mr. French, Head Messenger, St. John's
Mr. Whelan, Messenger, St. John's.

TRAFFIC IN CONNECTION WITH DEFENCE SERVICES

The following notice was sent to all offices on the 17th. July, 1941:

"Traffic in connection with Newfoundland, Canadian and United States Defence Services and Branches thereof must be given **priority** treatment, both in transmission and delivery. This applies, particularly to telegrams concerning shipping. In all cases the address must specify for which service the telegrams is intended.

HOURS OF ACCEPTANCE FOR LOCAL TELEGRAMS AT ST. JOHN'S

Daily (except Sundays and Holidays)	8 a.m. to 8 p.m.
Holidays	9 a.m. to 12 noon
Sundays	9 a.m. to 10 a.m.

Only telegrams at the priority rate will be accepted on Sundays.

TELEGRAMS ADDRESSED TO PASSENGERS ON TRAINS

Attention is drawn to the instructions regarding telegrams addressed to passengers on trains which were given on page 247 of the Post Office Circular on the 13th. January, 1941 as follows:

> "Telegrams addressed to passengers on trains due after hours, or at other times times when it is not possible to make delivery to the Conductor personally, shall be delivered to the Railway Agent, the usual receipt shall be obtained. Address telegrams in care of the Conductor.

ACCOUNTING

Receipts For Telegraph Expressage, Etc.

A receipt must be obtained for all payments on account of telegraph expressage, refunds, etc Credit will not be allowed for payments of this nature unless the receipt is attached to the statement for the period in which the payment was made.

DATING OF ADVICES OF TELEGRAPH MONEY ORDERS

Considerable trouble has been caused at Head Office by Postmasters who neglect to enter the date of receipt on Telegraphed Money Order Advice received at their offices. These advices to pay are often received at Head Office without showing either the date of receipt or date of payment. It is essential that both be clearly shown.

DATES ON ISSUED MONEY ORDERS

Attention is also drawn to the failure of certain Postmasters to enter the correct date on Money Orders issued. It has been noted that the month of issue as shown in writing does not always agree with the impression of the date stamp. Postmasters should make sure that both the written date and that of the date stamp impression on the Money Order are identical.

MONEY ORDERS ISSUED FOR PLACES WHERE THERE ARE NO MONEY ORDER FACILITIES

Many Postmasters, contrary to the instructions given are issuing Money Orders for places in which there is no Money Order Office. This irregularity is a source of trouble both to the public and the Head Office and usually involves an excessive and unremunerative use of the telegraph service as the Postmaster of the nearest money order office invariably sends a dead head telegram to the Head Office for permission to pay an order issued on a non-money order office.

The list of Money Order Offices in Newfounland and Newfoundland-Labrador was given on pages 55 and 56 of the Post Office Circular of the 18th. February, 1937, and any additions or amendments to this list are published in the Post Office Circular and should be duly noted by all concerned.

Whenever, therefore, a Postmaster is in doubt as to whether the Post Office in a settlement has Money Order facilities he should consult this list and if there are no such facilities inform the applicant that a Money Order cannot be issued on the Post Office in that settlement. As far as his own knowledge goes he should endeavour to assist the applicant by informing him as to the nearest Money Order Office.

In future any Postmaster who may be responsible for issuing a Money Order on a settlement where there are no Money Order facilities will be liable to be called upon to pay the cost of any telegrams rendered necessary by his negligence.

RECOVERED U.S.A. POSTAL MONEY ORDER FORMS

The following United States Postal Money Order Forms have been reported recovered:—

New York, N.Y., Sta. 256 ... . 66102 to 66200 inclusive.
Frankville, Ala. ... . 34152 to 35000 inclusive.

STOLEN U.S.A. POSTAL MONEY ORDER FORMS

The following United States Postal Money Order forms have been reported stolen:—Huntley, Mont. 64,601 to 64,800 inclusive.

POST OFFICE CIRCULAR.

THURSDAY, 31st JULY, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

VERIFICATION OF DATES OF BIRTH

Instructions have been issued by the Department of Finance to the effect that the date of birth of every Civil Servant is to be verified as soon as possible. It is in the interests of all concerned, particularly in connection with applications for superannuation allowances, etc., that this verification should be made.

All officers of the Department should, therefore, forward their birth certificates to the Staff Clerk, General Post Offcie, St. John's, as soon as possible. These certificates will be returned as soon as they have been entered on the records at Headquarters. Officers who have not got their birth certificates should endeavour to obtain them but if for any reason they are unable to do so they should make every effort to obtain a baptismal certificate and, if that, too, for any reason is impossible, they should furnish a sworn declaration of which the following is a sepcimen form:—

"I ..... of ..... do
(Full name) (place)
solemnly take oath and say that to the best of my knowledge and belief I was born at

..... , on the ..... day of .....
(place) .... (month)

.....
(year)

Sworn before me at .....
(Signature)

this ..... day of .....

.....
Signature of J.P. or Magistrate.

If a Justice of the Peace or Magistrate is not available the declaration should be made before a Clergyman and the words "take oath and say" and "Sworn" should be replaced by "State" and "Declared" respectively.

In the case of officers born before 1891 it is usually impossible to obtain a verification from the Registrar and in such cases, if a Baptismal certificate cannot be obtained, the officer concerned should make a sworn declaration in the form indicated above.

The above instructions were issued on page 329 of the Post Office Circular of the 9th June, 1938. To-date there are many officers who have not observed them. All officers who have not already forwarded their certificates should make every effort to do so immediately.

Outport Officials, especially female officials, should send an accompanying note when forwarding birth certificates. This note should be very brief but should show the name of the official and the office where employed.

MAILS

Tying Letters in Bundles

The attention of Postmasters and Mail Clerks is drawn to the careless manner in which letters are tied in bundles when despatched from offices, trains and steamships. It sometimes happens that, due to careless tying, letters are received loose in bags with the result that delays occur in the handling and delivery of mails.

It also happens that some Postmasters are in the habit of tying Registered letters with ordinary mail which means loss of time on the part of the receiving officials in checking Registered articles from the Letter Bill.

Registered mail should be made up and sealed in one of the Registered package containers, supplied by the Stores Department for this purpose, and marked with the name of office, train or steamship to which despatched.

STORES

Despite the repeated instructions which have been given to the Staff in connection with the ordering of forms, etc., and the management of official stores, cases frequently arise where Outport Officials do not act upon the instructions given. The particular points to which renewed attention seems necessary are as follows:—

Money Order Books. When ordering Money Order books the last number on hand must always be quoted. The order should be addressed to the Controller of Stores.

Requisitions for Stores. Many irregularities are noted in the Store Requisitions Forms received at the Stores Section. Postmasters should ensure that the name of the office, the date of the requisition and the signature of the official in charge of the office, are always shown on the Store Requisition Form. A number of requisitions are received without these particulars and the omission causes delay in fulfilling them.

Quoting Form Number. It is essential that the special number which is given to all official forms should be quoted on the Store Requisition Form and that the number of forms required should be stated.

Surplus Apparatus. There has been a disappointing response to the repeated instructions given in the Circular directing the attention of the staff to return to the stores all apparatus, which is either surplus in requirements or which for any reason is not in use. It is imperative that all telephones, wireless instruments, etc., which are not in use should be promptly returned to the Stores Section.

Wireless Tubes. Old or defective wireless tubes must be returned to the Stores Section and not discarded. The Department's tube testing service has proved that frequently tubes have been replaced with new tubes when there has been no real necessity for renewal. It is necessary, therefore, in the interest of economy, that no tubes should be discarded by Outport Officials on the assumption that they are unfit for further service.

MAIL TRANSFER RECEIPTS

On the arrival and despatch of mails, receipts, for the number of bags received or despatched, must be given to and obtained from the Courier or, in the case of mails delivered by members of a ship's crew, the senior seaman of the group bringing the mail. Forms, "Postmaster's Mail Transfer Receipt" and "Couriers Mail Transfer Receipt" are supplied to every Post Office. When existing stocks are nearly exhausted a fresh supply should be ordered from the Controller of Stores, General Post Office, St. John's.

The "Postmaster's Mail Transfer Receipt" should be made out in duplicate; the original is to be given to the Courier and the copy kept on file by the Postmaster. The "Courier's Mail Transfer Receipt" must also be made out in duplicate, in this case the Postmaster must keep the original signed by the Courier and give the copy to the Courier.

In the case where the Courier, steamer or train arrives during the night when the official is not at the office a "Couriers Mail Transfer Receipt" must be left in the mail box or lobby with the outgoing mail. This receipt must be signed by the Courier if it is in order and left for the Postmaster. The Courier must also leave in the box a "Couriers Mail Transfer Receipt" for the Postmaster's signature. This receipt should be given to the Courier on the arrival of the next mail.

The Postmaster must give a receipt for every mail received and obtain one for every mail despatched. Any failure or refusal on the part of a Courier or Steamer's crew to give receipts must be reported to the Secretary.

These instructions should be brought to the attention of all Couriers.

TELEGRAPHS

Notice of Non-Delivery and Expressage of Telegrams

In the absence of a notice from the office of destination to the contrary it is taken for granted that a telegram has been correctly transmitted and duly received.

When a telegram cannot be delivered by the usual messenger service or where it is addressed to a point without telegraph communication, the terminal telegraph office should send a notice to the office of origin stating that it is undelivered and adding such information as would enable the sender to decide if he will have it delivered by special messenger, a non-delivery notice should be in the following form:—

"..... yours (date) John Smith, Cabot Cove, undelivered party lives five miles from office. Expressage one dollar otherwise go by mail Saturday

From . . . . . "

(Expressage is the telegraph term used for special delivery).

If the telegram is to be sent out by special delivery the originating office replies as follows:

"Ours Smith, Cabot Cove, express immediately credit you $1.00."

On receipt of this order the delivery office will despatch it promptly by messenger, pay him from the office cash and take credit for the amount in the checks for that date. A receipt must be obtained and attached to the account for that term.

Censorship—Japan

Information has been received that effective the 22nd July, 1941, the Japanese Administration established Censorship restrictions with respect to Commercial telegrams to Japan and Japanese possessions not including Manchukuo or other parts of occupied China.

Communication with Former Italian East Africa

Information has been received that normal communication via England has been restored with former Italian East Africa.

ACCOUNTING

Canadian Money Orders For Active Service Forces in Newfoundland

Advice has been received from the Canadian Postal authorities that Canadian Money Orders drawn on "Army Base Post Office" and presented by members of the Canadian Active Service Forces located in Newfoundland may be paid when presented.

This counteracts the order of 31st August, 1940, deferring payment of such Orders.

Cheques Not to Be Passed as Change

The attention of all Postmasters is drawn to the fact that when a cheque is received at their office for payment of supplies, etc., it must not be passed over the counter as change. Cheques accepted by Postmasters from the public must invariably be deposited or forwarded to the Cashier General Post Office, as part of remittances.

Remittances to Be Made Up by Postmasters Personally

Cases have come to light of Postmasters delegating to the Assistant the work of making up official remittances for Head Office or the Bank

This is strictly forbidden. The Postmaster is personally responsible for the office funds and under no circumstances should he allow anyone but himself to make up an official remittance. This also applies to the opening of remittances of cash and stamps received from Head Office. This is the personal responsibility of the Officer-in-charge and should not be delegated to anyone else.

SUSPENSION OF MONEY ORDER SERVICE TO CHINA AND JAPAN

Money Order Service to China and Japan has been suspended until further notice.

POST OFFICE CIRCULAR.

THURSDAY, 7th AUGUST, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS

Windsor ..... Mr. A. J. Matchem, Postmaster and Operator, Rose Blanche, has been transferred to the position of Postmaster and Operator, Windsor. Effective 1st August, 1941.

Georgestown ..... Miss Margaret Fowler to be Postmistress as from the 8th July, 1941.

BILLS

Postmasters should make sure, when forwarding bills to the Department for payment that the address of the person to whom payment is to be made, is clearly shown. Order numbers and dates between which expenditure was incurred should also be shown. This will avoid undue delay in settlement of account. It is not necessary to forward duplicate bills when forwarded on account of annual leave, sick leave or courier duties.

Bills must be certified by the Postmaster concerned.

MAILS

Foreign Parcels—Outward

It is necessary to remind Postmasters particularly those whose Offices are along the line of the Railway, that all parcels addressed to foreign countries must be sent to St. John's for despatch.

Cases are frequently occurring of foreign parcels being despatched to the west-bound Express. This creates unnecessary work for the T.P.O. Clerks and involves double haulage and delay as parcels which are irregularly despatched in this way go on to Port Aux Basques and back to St. John's. All offices in future must arrange for outward foreign parcels to be despatched to St. John's by the East-bound Express.

Inland and Foreign Parcels—Outward

Parcels should in all cases be substantially and securely packed so as to preserve the contents from loss or damage and prevent injury to the mails or persons handling the mails. The public should be given the following information:—

1. Articles of a fragile nature such as china and glass-ware of all kinds, clocks, watches, musical instruments, fountain pens, jewellery, gramophone records, eye

glasses, toys, etc., should be surrounded with "excelsior" or other shock absorbent materials and packed in well-made wooden boxes.

2. Liquids or any substance which will easily liquify will be accepted on the following conditions only:—

   (a) The container must be packed in the first instance in a spongy material sufficient to absorb the liquid in case the container is broken.
   (b) It must then be packed in a watertight box, wrapped and securely fastened.
   (c) The sender must state on the wrapper the nature of the contents with his name and address and satisfy the Postmaster that the package complies with these regulations.

   NOTE. Parcels containing liquids, perishable articles of food, or articles which are exceedingly fragile cannot be accepted for the C.O.D. service, neither can they be insured.

3. Parcels containing fish, game, meat or goods likely to spoil within the time reasonably required for transportation to destination, must not be accepted for mailing.

Insured Parcels

Postmasters and the staff should note that they must take particular care when accepting insured parcels to verify that the packing is adequate and such as to protect the parcel from the normal risk of transit. If necessary they should question the sender on this point and point out to him that it is in his own interest that the packing of all parcels, particularly those which are insured, should be adequate in all respects, and that if despite this a person posts an insured parcel which has a flimsy packing the Post Office will accept no responsibility for any damage which may ensue to the contents.

If necessary Postmasters should endorse the cover of an insured parcel which appears to them to be insufficiently strong, to the effect that the sender's attention was directed to the matter

MUTILATED STAMPS

It has come to the notice of the Department that occasionally two cent and four cent stamps have been cut in halves and each half used as a one cent and a two cent stamp respectively.

While this has not been done for the purpose of evading the payment of full rate of postage yet it is irregular.

A stamp cut is a mutilated stamp and cannot be accepted in payment of postage unless both parts are on the same cover.

It has also been noted that in many cases stamps on mail have been overlapped. This is also irregular. When stamps are overlapped it is impossible to tell if the under one has been previously used.

Postmasters should courteously point out any cases coming to their notice to the senders and advise them that mail cannot be accepted with stamps affixed in that manner.

POSTAGE STAMPS NOT TO BE AFFIXED BY POSTMASTERS

It is the practice in some offices for Postmasters to accept money from the public for unstamped letters and then affix the stamp. This practice is irregular and must be discontinued.

The public must be handed the stamps against the money presented and must themselves affix the stamps to their letters.

SUSPENSION OF POSTAL SERVICE WITH SWEDEN, FINLAND AND SYRIA

All Postal services, including Money Order service with Sweden, Finland and Syria have been suspended until further notice.

SMALL PACKET SERVICE WITH PALESTINE SUSPENDED

Information has been received that the Small Packet Service with Palestine has been suspended until further notice.

C.O.D. PARCELS

Several cases have come to notice of C.O.D. Parcels being despatched to non-Money Order Offices. This practice must cease. Any C.O.D. parcel tendered for mailing and directed to a non-money order office must be refused and the remitter advised of the nearest Money Order Office.

If notwithstanding these instructions a C.O.D. parcel is received at a non-Money Order Office it should be redirected to the nearest Money Order Office. The matter should be reported to the Secretary immediately. The name of the office which accepted the parcel should be furnished.

C.O.D. parcels, which are on hand for more than seven days, provided the addresses have been notified and have not asked for an extension of time, should be returned to the office of mailing by next mail.

An extension of time may be granted for three days only, making ten in all

If an extension of more than three days is requested an application stating the reasons for such extension, must be made to the Secretary for permission to grant the same.

There may be cases, however, where the addressee is away from home and it is impossible to notify him within seven days. In such cases the Postmaster should use his discretion as to whether he should return the parcel without giving the addressee an opportunity to take delivery.

The attention of Postmasters is again directed to the instructions regarding Money Orders issued to cover amounts due on C.O.D. parcels. (See paragraph 53, page 15, of Instructions to Postmasters in charge of Money Order Offices.

A case has occurred where a Postmaster issued a Money Order for a C.O.D. parcel and handed back the order to the Remitter. The Money Order must be sent direct to the sender of the parcel.

ERRORS IN FIGURES IN TELEGRAMS

The instructions issued on page 35 of the Post Office Circular of the 14th January, 1936, whereby all figures appearing in telegrams must be repeated in words, are again repeated:—

"Secretary's Circular No. 72 of the 13th January, 1936, reads: Effective from date all figures appearing in telegrams must be repeated in words at the end of the message by the sending operator. No excuse will be accepted for mutilation of figures after this notice." It is also indicated in this Circular that if this regulation does not result in an improvement in the number of figure errors, the Department will be compelled to impose a minimum fine of .10 cents to be increased at the discretion of the Secretary according to the circumstances. It is a matter for regret that this disciplinary measure has had to be put into effect from time to time.

It is obvious therefore, that a certain amount of carelessness still exists among operators, because if the rules were followed there should be very little possibility of error.

The method to be used in telegraphing figures is as follows:—If the figures "2436 for example have to be sent, they should be repeated and confirmed at the conclusion of the message in words thus:—"Two", "Four", "Three", "Six".

Telegraph-operators throughout the Service should take particular note of these instructions. Errors of this nature are a serious reflection upon the efficiency of the Post Office."

COMMUNICATION WITH BALTIC STATES

Information has been received that until further notice telegrams will not be accepted for the Baltic States and the former Russian occupied Poland.

TRAVELLERS COLLECT CARDS

Attention is drawn to the Notice to all Offices of the 9th May, 1934, reading as follows:—

"Travellers Collect Cards, authorising the acceptance of collect telegrams at any Postal Telegraph Office, may be obtained from the Chief Accountant, Department of Posts and Telegraphs, by firms having deposit accounts."

ACCOUNTING
War Savings Certificates

Postmasters are reminded that Form No. W.S.C.4 and 5 must be forwarded with accounts at the close of the accounting term. These forms must be forwarded whether certificates have been sold or not.

Copies of these forms must be kept on file at offices for future reference.

POST OFFICE CIRCULAR.

THURSDAY, 14th AUGUST, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

RESIGNATION

Torbay .....Mr. Wm. M. McGrath. Effective the 31st August, 1941. (Vacancy advertised locally).

DISMISSAL FOR DISHONESTY

St. John's Telegraph Delivery....Mr. George Tiller. Effective the 28th July, 1941.

RETIREMENT

Wesleyville .....Miss Elizabeth S. Grandy; Postmistress and Operator, effective the 31st August, 1941, on marriage.

VACANCY

Wesleyville .....Applications addressed to the Secretary, Department Posts and Telegraphs, will be received up to the 25th August, 1941, for post of Postmaster and Operator at Wesleyville, at a salary of $660.00 per annum.

Applicants should state their names in full, date of birth, educational qualifications, whether married or single and Departmental experience. Two recommendations should accompany applications. The successful applicant will be required to furnish a birth certificate and certificate of medical fitness.

BILLS FOR RELIEF AND BOARD

Postmasters when certifying bills for relief, board or travelling should give the exact dates of the period during which the expenditure was incurred.

INTERIOR REPAIRS TO OFFICES

Postmasters should note that when an office is in a room, in or attached to the Official's residence, the Department does not undertake to make interior or exterior repairs or pay for

renovations. In public or rented offices where interior repairs were made during the years 1939-40 or 1940-41, further repairs will not be made during the year 1941-42 except in exceptional circumstances and provided a special recommendation is made by one of the Department's Inspectors.

BILLS

Postmasters will please note that bills for Courier Services, relief, board and travelling are not required to be sent in duplicate to Head Office.

MAIL TRANSFER RECEIPTS

On the arrival and despatch of mails, receipts for the number of bags received or despatched, must be given to and obtained from the Courier or, in the case of mails delivered by members of a ship's crew, the senior seaman of the group bringing the mail. Forms, "Postmaster's Mail Transfer Receipt" and "Couriers Mail Transfer Receipt" are supplied to every Post Office. When existing stocks are nearly exhausted a fresh supply must be ordered from the Controller of Stores, General Post Office, St. John's.

The "Postmaster's Mail Transfer Receipt" should be made out in duplicate; the original is to be given to the Courier and the copy kept on file by the Postmaster. The "Couriers Mail Transfer Receipt" must also be made out in duplicate, in this case the Postmaster must keep the original signed by the Courier and give the copy to the Courier.

In cases where the Courier, steamer or train arrive during the night when the official is not at the office, a "Couriers Mail Transfer Receipt" must be left in the mail box or lobby with the outgoing mail. This receipt must be signed by the Courier if it is in order and left for the Postmaster. The Courier must also leave in the box a "Couriers Mail Transfer Receipt" for the Postmaster's signature. This receipt should be given the Courier on the arrival of the next mail.

The Postmaster must give a receipt for every mail received and obtain one for every mail despatched. Any failure or refusal on the part of a Courier or Steamer's crew to give receipts must be reported to the Assistant Secretary.

These instructions should be brought to the attention of all Couriers.

POSTAL, TELEGRAPH AND CABLE RATES

The Postal, Telegraph and Cable rates recently compiled have now been published in book form. One copy marked "Official" will be sent to each Postmaster for use in their offices. There is also a number of copies available for sale to the public at the cost of 5 cents each. Postmasters should inform their public that these copies are available and a requisition should be forwarded to Head Office stating the number required.

RATES OF POSTAGE ON NEWSPAPERS

Postmasters are notified that the rate of postage chargeable on newspapers posted in bulk by the office of publication for addresses in Newfoundland has been increased from 60 cents per one hundred pounds to $1.00 per one hundred pounds. This rate is effective immediately.

GIFT SHIPMENTS OF FOOD TO THE UNITED KINGDOM

In connection with the notice under the above caption, which appeared on page 970 of the Post Office Circular of the 12th June, 1941, it has been notified by the United Kingdom Government that these regulations apply similarly to gift parcels of clothing sent to the United Kingdom. No restriction has been placed on the weight of individual articles of clothing which may be included in any parcel so long as the over-all limit of 5 lbs. is adhered to.

MAILS

It has been notified that letters posted in London and provinces on the 9th-10th June and printed papers posted in London on the 10th-11th June and provinces 11th June, for Newfoundland have been lost as a result of enemy action.

ACCOUNTING

Postmasters are reminded that Radio Licences are now long overdue. Some Postmasters have not forwarded any licences for this year. Will the Postmasters concerned please attend to this matter immediately? Postmasters are also requested that when they make out Radio Licences to see that the expiry date is completed showing the date and year on which it expires.

Remittances to Cashier

Although notice has appeared in the Post Office Circular from time to time, Postmasters still continue to forward Cash to the Cashier without the appropriate form "Declaration of Contents" form No. 1084. In many cases the Cashier has to make out forms to cover the amount of cash sent in by the Postmaster. These omissions must cease forthwith.

In future disciplinary action will be taken against any Postmaster who fails to carry out these instructions.

TELEGRAPHS

Seasonal Office at White's Road

A seasonal Postal Telegraph office was opened in the Railway Station, White's Road, district of St. George's, on the 5th August, for the period of the harvest and shipping season. The call sign is "W".

Teleprinter Operation

Topsail, Corner Brook and Gander circuits changed from Morse to Teleprinter operation on the 18th July, the 28th July and the 1st August respectively.

Expeditionary Force Messages

Telegrams of this class may now be accepted addressed to His Majesty's Ships, c/o G.P.O., London.

POST OFFICE CIRCULAR.

THURSDAY, 21st AUGUST, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CARFULLY..

RESIGNATION

Riverhead, Harbour Grace ..... Mr. J. McCarthy, Postmaster. Resignation effective 21st August, 1941. (Vacancy advertised locally).

Buchans ..... Mr. Leonard Walsh, Messenger. Resignation effective as from the 21st August, 1941. (Vacancy filled locally).

Botwood ..... Mr. Warren Lanning, Messenger Assistant. Resignation effective 14th August, 1941. (Vacancy filled locally).

Red Island, P.B. ..... Miss Bessie Ryan, Postmistress and Operator, effective as from the 31st July, 1941.

Tack's Beach ..... Mr. L. Brown, Postmaster and Operator, effective as from the 31st July, 1941.

Port Albert ..... Mr. H. E. Day, Postmaster and Telephone Attendant. Effective 31st July, 1941.

St. John's General Post Office ..... Mr. J. Dunphy, Letter Carrier, effective as from the 14th August, 1941.

DISMISSAL

St. John's Telegraph Instrument Room ..... Mr. George White, Operator. Effective 2nd July, 1941.

APPOINTMENTS

Port Albert ..... Mrs. H. E. Day, to be Postmistress and Telephone Attendant as from the 1st August, 1941.

MAIL COURIER SERVICE

A new Mail Courier service was established between Outer Cove and St. John's to serve the Post Office at Outer Cove. The first despatch from St. John's was made on Saturday, the 5th July. The Courier will make one round trip on Saturday of each week.

CHANGE IN LOCATION OF POST OFFICE

On the 8th July the Post Office which served the settlements of Georgetown and Marysvale was transferred from Georgetown to Marysvale to the residence of Miss Margaret Fowler, who has been appointed Postmistress.

MAILS

Despatch of Mails to Meet Public Requirements

When a mail is due to be despatched before 9 a.m. on a Monday morning or a morning after a whole holiday it should not be closed on the Saturday evening or the evening previous to the whole holiday.

The public should be given the opportunity, and should be informed accordingly, of posting correspondence in the receiving box at the Office up to 9 p.m. on Sunday or the day of the holiday for despatch on the following day.

Postmasters should attend at their Offices at 9 p.m. on Sundays and the days of whole holidays for the purpose of making up a late despatch if such be necessary, but the office should not be opened for public business.

The public should be advised against dropping into the receiving boxes unstamped letters accompanied by the money to purchase the stamps necessary for the postage and Postmasters should refrain from sticking stamps on correspondence posted in this way. Correspondence so posted should be surcharged in accordance with regulations and forwarded to destination. Notice to this effect should be exhibited in all Post Offices. The money should be retained for a week in order to give the owner an opportunity of establishing his claim to it. At the end of the week if it has not been claimed, stamps to the value of any money dropped into the receiving boxes should be attached to a blank sheet of paper which should be forwarded to the Accounts Branch with a brief report. The stamps should not be cancelled. No entry of any sort is to be made in the Account Books in this connexion.

Delivery of Mails to Meet Public Requirements

Delivery to the public must be made the same evening at Offices where less than three mails are received each week and where the hour of arrival of the mails is between 6 p.m. and 10 p.m. If they arrive after 10 p.m. delivery should be made at 9 a.m. the next day. Mails arriving after 10 p.m. on Saturday should be delivered between 9 a.m. and 10 a.m. on Sunday the next day, if public requirements demand it.

It should be noted that Postal Telegraph Offcies are required to be open for all classes of business between 9 a.m. and 10 a.m. on Sundays where this is necessary to meet the needs of the public. The business done on Sundays should be included in the accounts for the next day.

Testing of Weights and Scales

The Board of Customs employ Inspectors of Weights and Measures for the purpose of testing weights, scales and balances throughout the Island.

These Inspectors are authorised to test the weights and scales at Post Offices and any

Inspector, upon production of his credentials, should be allowed access to Post Offices for this purpose.

The usual charge for this inspection varies from about one dollar at the larger offices to 30 cents at the smaller offices, depending upon the number of scales, etc., to be tested. The test is due to be made once a year.

Postmasters should ask the Inspectors for a bill which they should sign as evidence that the scales at their offices have been duly tested. The Inspector should then be told to send the bill to the Assistant Secretary. A cheque in payment for these services will be issued from the Headquarters of the Department direct to the Inspector.

ACCOUNTING

Endorsement of Cheques

Cheques are to be endorsed **exactly** as they are drawn. For example if a cheque is drawn in favour of "John James Brown" it must be endorsed on the back "John James Brown". If the person concerned cannot write, he must put a cross (X) on the back of the cheque as his endorsement and two witnesses to this mark must sign their names and add their addresses on the back of the cheque. One of them should also write opposite the cross "John James Brown—His Mark."

Cases are not infrequent where the drawer of a cheque spells the name incorrectly of the person in whose favour the cheque is drawn, e.g., the name "Piercey" might be spelt "Piercy". In those cases the endorsement should show the full name exactly as it appears on the front of the cheque and underneath the correct name of the person concerned.

SECRECY OF TELEGRAMS

"Any person employed in a Telegraph or Telephone Office who divulges the contents or sub-"stance of a telegram otherwise than by delivering the telegram or giving a copy of it to the person "to whom he is authorised to deliver such telegrams or give such copy, shall be guilty of a misde-"meanour, and on conviction thereof shall be liable for every such offence to a penalty not exceed-"ing four hundred dollars or to imprisonment without hard labour for any term not exceeding two "years."—(Extract from Postal and Telegraph Act).

If an officer of the Department is served with a subpoena calling for the production of a message before a legal tribunal he should send notification immediately to the Secretary, giving all particulars and await instructions.

Even under subpoena, messages should not be produced elsewhere than before the legal tribunal nor should they be exhibited or surrendered to any legal prosecuting or other Attorney outside the Courtroom. When messages so produced have served the Court they should be returned to the office message file.

Should an application or a demand be received from any source other than by subpoena from a legal tribunal for the production of a particular message or for permission to examine the telegraph files of the offices, the Post Office official should not comply with the application or demand but should telegraph full particulars of the matter immediately to the Secretary.

TELEGRAPH TRAFFIC JULY 1941

	1940	1941	Increase
Paid Telegrams Accepted (includes Priority)	49,642	69,134	19,492
Priority	4,158	7.391	3,233
Phonotelegrams	1,073	1,202	129
Total Paid Traffic	50,715	70,336	19,621
Deadhead and Service Messages	7,186	8,314	1,128
Telegram equivalent Public Despatch	3,450	3,730	280
Total Traffic	61,351	82,380	21,029

FINES

Fines have been imposed in connection with errors, failures and delays as follows:—

Failure.... Mr. Noseworthy, Postmaster, Englee.

Delay.... Miss Martin, Telephonist, St. John's.

Errors.... None.

POST OFFICE CIRCULAR.

THURSDAY, 28th AUGUST, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS

Corner Brook ..... Mr. S. White to be Assistant as from the 1st August, 1941.

Corner Brook ..... Mr. S. Rowsell to be Assistant as from the 1st August, 1941.

Corner Brook ..... Mr. H. Simms to be Messenger as from the 1st August, 1941.

Corner Brook ..... Mr. L. Morey to be Messenger as from the 1st August, 1941.

Gaultois ..... Mr. Fred W. Day to be temporary Postmaster and Operator as from the 1st August, 1941.

Grates Cove ..... Miss Sarah J. Benson to be Postmistress and Telephone Attendant as from the 12th August, 1941.

Botwood ..... Mr. N. Williams to be temporary Assistant as from the 28th July, 1941.

Carbonear ..... Mr. Wilfred Howell to be temporary Messenger as from the 1st August, 1941.

Stores Division, Head Office ..... Mr. Alex. Andrews, to be Acting Clerk, Stores Division, as from the 1st August, 1941.

Stores Division, Head Office ..... Mr. W. Moore to be temporary Porter as from the 1st August, 1941.

Instrument Room, Head Office ..... Mr. K. Wilson, Messenger, to be Learner as from the 4th August, 1941.

Instrument Room, Head Office ..... Mr. H. Porter, Messenger, to be Learner as from the 4th August, 1941.

Gander ..... Mr. L. Hoskins, Learner, Instrument Room, Head Office, to be Assistant from the 4th August, 1941.

Gander ..... Mr. John McCarthy, Learner, Instrument Room, Head Office, to be Assistant as from the 4th August, 1941.

Instrument Room, Head Office ..... Mr. F. O'Brien to be temporary Operator as from the 5th August, 1941.

Instrument Room, Head Office ..... Mr. L. Elliott to be temporary Operator as from the 1st August, 1941.

Instrument Room, Head Office ..... Mr. L. Hobbs to be temporary Operator as from the 5th August, 1941.

TRANSFERS

St. Anthony ..... Mr. W. B. Perry, Postmaster and Operator, Conche, to be Assistant, St. Anthony, as from the 1st August, 1941.

Instrument Room, Head Office .... Mr. C. D. B. Knight, Operator, Placentia, to be Operator Head Office as from the 13th August, 1941.

Placentia ..... Mr. M. Carroll, Operator, Head Office, to be Operator, Placentia, as from the 13th August, 1941.

RESIGNATIONS

Hare Bay, B.B. ..... Miss Nanette Winsor, Postmistress and Telephone Attendant, effective 31st August, 1941. (Vacancy advertised locally).

Carbonear ..... Mr. H. Butt, temporary Messenger, effective the 31st July, 1941

LaScie ..... Miss Meta Frampton who was transferred from Windsor to LaScie resigned on the 31st July, 1941, before assuming duties at LaScie.

Channel ..... Mr. W. Vardy, Messenger, effective 20th August, 1941.

LEAVE OF ABSENCE FOR DURATION OF WAR

North Sydney, Assorting Office ..... Mr. Harry Lee, Assistant, has been granted Leave of Absence to join His Majesty's Forces as from the 2nd August, 1941.

SEASONAL OFFICE OPENED

Frenchman's Island, Labrador ..... A seasonal office was opened at Frenchman's Island, Labrador, as from the 1st July, 1941. Mr. R. I. Mercer has been appointed Seasonal Postmaster.

VERIFICATION OF DATES OF BIRTH

Attention is drawn to the notice appearing on page 997 of the Post Office Circular of the 31 July, 1941, in respect of verification of dates of Birth.

These instructions were issued to officials who had not forwarded on previous occasions, their Birth Certificates on their appointments, and it is essential that dates of birth be verified in order that the Staff Records may be complete.

During the past month a number of Birth Certificates have been received from officials who had already sent them to the Staff Clerk and which had been entered. This is unnecessary and officials who have forwarded certificates before will please take note.

BILLS FOR PAYMENT

In spite of repeated instructions, Postmasters continue to forward bills improperly prepared. The following instructions are repeated:—

"1. Relief officials engaged at a monthly rate will be paid in the proportion of the number of days they are engaged to the total number of days in that month. For example, a person engaged from the 7th to the 20th December inclusive, at $40.00 per month, would receive fourteen thirty firsts of forty dollars. A person engaged from the 7th to the 20th June, inclusive, at $40.00 per month, would receive fourteen thirtieths of forty dollars.

"2. Relief officials engaged at a daily rate of pay will be paid only for the days on which they work. For example, a person engaged from the 8th to the 20th December inclusive, where he is not required to work Sundays, would receive 12 days pay.

"3. In all cases bills must be prepared by the person presenting them, who must show on the bill the period during which he works.

The Postmaster must then show the order number on the bill, state the period during which the expenditure was incurred, check the calculation of the amount of the bill as in 1 or 2 and certify the bill as being correct in all respects."

Bills must show the inclusive dates between which a relief was employed.

LEAVE

Postmasters are again reminded that they are not to absent themselves from duty without first obtaining permission from Head Office. When leave is granted officials must resume duty at the expiration of leave and a notification should be sent to the Staff Clerk when leave commenced and on the resumption of duty.

It is noted that a number of requests are received to close offices for part of a day, especially so in regard to the hour 9 a.m. to 10 a.m. Sundays. Officials must refrain from making such requests unless it is essential that leave be granted.

APPLICATIONS FOR VACANCIES

During the past month, applications have been received from officials at outport offices.

In several cases it has happened that the successful applicant has been accepted and the transfer made, which incurred considerable expense and trouble at Headquarters, and after a short period the official makes application to be retransferred to his former position. His reason being that living conditions are considerably higher than at his former post.

It is the responsibility of an official applying for a vacancy to satisfy himself as to living conditions at the place where the vacancy exists before making application.

Any official guilty of this irregularity in future will find that the circumstances will be taken into account in considering any future application he may submit for promotion and that any expense incurred by Head Office will be reclaimed from his salary. In any case the return passage will have to be borne by himself.

MAILS

Mail Service to France

Attention is directed to the fact that postal communication with Unoccupied France is restricted to letters and postcards on strictly personal and private matters and that the service for other mail matter is still suspended.

TELEGRAPHS

Bait Intelligence Service

Commencing Monday, the 25th August, 1941, a daily report of Bait conditions in their respective areas will be telegraphed by the Postmasters of the following offices, on behalf of the Department of Natural Resources:

Dildo	Bonavista
Cape Broyle	Twillingate
Rencontre West	Englee

These reports will be by collect message addressed "BAIT", NATURAL RESOURCES" and charged for at the rate of .15 cents for ten words or less and .01 cent for each word in excess of ten.

WAR SAVINGS CERTIFICATES

War Savings Certificates may be redeemed at the Newfoundland Savings Bank, St. John's, only and **not** at any Post Office in Newfoundland.

Postmasters should take note that the serial number of War Savings Certificates on hand must be entered on form No. W.S.C. No. 3. and entered correctly. A number of forms have been received lately with incorrect numbers quoted which causes much delay in checking at Headquarters.

STOLEN UNITED STATES POSTAL MONEY ORDER FORMS

The following United States Postal Money Order Forms have been reported stolen:—

Alix, Ark	82,160 to 82,200 inclusive
Chicago, Ill. Sta. 150	62,900 to 63,000 inclusive
Courtland, Ariz	36,001 to 36,200 inclusive
Golts, MD.	48,625 to 50,000 inclusive
Huntley, Mont.	64,601 to 64,800 inclusive
Lukachukai, Ariz.	4,495 to 4,600 inclusive
Mulga, Ala.	95,880 to 98,000 inclusive
Piper, Ala	111,272 to 111,400 inclusive
Woodbine, Pa.	46,337 to 46,400 inclusive

The above Orders if presented at a Newfoundland Office must not be paid.

ERRORS IN MONEY ORDER WORK

The following is a list of Post Offices where officials were responsible for four or more errors in Money Order Service during May 1941·

Office	No. of Errors	No. of Money Orders Paid and Issued During May
Argentia	10	1,113
Bishop's Falls	6	201
Bonne Bay	4	99
Botwood	8	766
Brigus	4	145
Britannia	4	54
Buchans	9	1,192
Cape St. George	5	28
Fortune Harbour	3	62
Gambo	7	235
Gander	11	1,658
Holyrood	5	67
Lush's Bight	5	19
Pt. Leamington	4	56
Port Blandford	4	102
St. George's	5	244
St. John's General	10	4,291
Stephenville Crossing	8	239

Total number of Orders issued during May 1941	23,140	
Total number of Orders paid during May 1941	10,489	
		33,629
Total number of Errors		316
Percentage of Errors		.94
i.e., approximately 9 errors for each 1,000 Orders issued and paid.		
Total number of Figure errors		203
Percentage of Errors		.6
i.e. approximately 6 errors for each 1,000 Orders issued and paid.		

POST OFFICE CIRCULAR.

THURSDAY, 4th SEPTEMBER, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS

St. John's Telegraph Delivery ..... Mr. F. Ryall to be Messenger as from the 4th August, 1941.

St. John's Telegraph Delivery ..... Mr. E. Manning to be Messenger as from the 4th August, 1941.

St. John's Telegraph Delivery ..... Mr. Gerald Williams to be Messenger as from the 18th August, 1941.

St. John's Telegraph Delivery ..... Mr. R. Meadus to be Messenger as from the 18th August, 1941.

St. John's Telegraph Delivery ..... Mr. C. Bhnisch to be Seasonal Messenger as from the 4th August, 1941.

St. John's Telegraph Delivery ..... Mr. C. Nixon to be Seasonal Messenger as from the 18th August, 1941.

St. John's Telegraph Delivery ..... Mr. A. Keough to be Seasonal Messenger as from the 21st August, 1941.

Norris Arm ..... Miss Sarah Verge to be Postmistress and Operator as from the 26th August, 1941.

TRANSFERS

St. John's Instrument Room ..... Mr. B. Squires, Operator, to be Electrician as from the 1st July, 1941.

Carrier's Division, G.P.O. ..... Mr. L. T. French, Messenger, to be Carrier as from the 18th August, 1941.

Carrier's Division, G.P.O. ..... Mr. H. Tobin, Messenger, to be Carrier as from the 18th August, 1941.

Bishop's Falls ..... Miss Jessie Miles, Postmistress and Operator Norris Arm, to be Postmistress and Operator Bishop's Falls as from the 29th August, 1941.

Windsor ..... Mr. P. M. Alexander, Postmaster and Operator, Bishop's Falls, to be Postmaster and Operator Windsor as from the 29th August, 1941.

Rose Blanche ..... Mr. A. J. Matchem, Postmaster and Operator Windsor, to be Postmaster and Operator Rose Blanche as from the 1st September, 1941.

Gander.....Mr. D. Ryan, Postmaster and Operator, Port au Port, to be Assistant Gander as from the 24th August, 1941.

Wesleyville.....Mr. J. T. Miles, Assistant, Gander, to be Postmaster and Operator, Wesleyville, as from the 27th August, 1941.

Port au Port.....Miss Susan Miller, Assistant Stephenville Crossing, to be Postmistress and Operator, Port au Port, as from the 24th August, 1941.

RESIGNATIONS

St. John's General Post Office.....Mr. Felix Evans, Carrier, effective the 19th August, 1941.

CANADIAN ARMY POST OFFICES OPENED

Canadian Army Post Offices have been opened on the 1st September, 1941, at the following places:—

No. 1—St. John's
No. 2—Gander
No. 3—Botwood

These offices will have full postal facilities and money orders issued by these offices on any Newfoundland office should be honoured in the usual way.

BILLS FOR PAYMENT

In addition to the instructions appearing on page 1014 of the Post Office Circular, the following example is given for the guidance of Postmasters when preparing bills for payment.

When a relief official is engaged from the 25th August to the 7th September, payment should be computed as follows:—

Payment for August	$\frac{7}{31} \times \$40.00$	=	\$ 9.03
Payment for September	$\frac{7}{30} \times \$40.00$	=	\$ 9.33
	Total		\$18.36

In the above example it is impossible to make the bill up at fourteen thirty firsts of $40.00 or as fourteen thirtieths of $40.00 as the number of days in August is 31 and that in September is 30, with the result that payment for each month must be computed separately.

CORRESPONDENCE FROM OUTPORT OFFICES

In spite of repeated instructions, correspondence addressed to Head Office is being received without the name of office. The instructions are again repeated:—

> "Many Postmasters are in the habit of forwarding correspondence, remittances, requisitions, etc., to Head Office with the name of office and/or the signature of the official omitted. These omissions result in unnecessary work at Head Office tracing the origin of these communications. In all cases both the office name and the full signature (not initials) of the official must be given."

The failure of officials to carry out these instructions has caused much delay and inconvenience at Headquarters.

Postmasters responsible for these irregularities must give greater attention to the instructions issued for their guidance in order that the business of the Department may be carried on in an efficient manner.

The attention of relieving officials is drawn to the fact that they should take care to put the name of the office at which they are relieving on statements and remittances and not the name of their own office. For instance, if the Postmaster of Little Bay, N.D.B., is relieving at Lewisporte he should put "Lewisporte" on the statements and remittances and not "Little Bay." This error occurs frequently and causes much confusion in the Accounts Branch, Head Office.

MAILS

Coin in Registered Letters

Coin may be sent by post in the inland service in registered envelopes, but it should be securely wrapped before being enclosed in the envelope. The registered envelopes which have been issued provide adequate safeguard if the coin is properly wrapped.

Any ordinary letter in the inland service which is found to contain coin should be compulsorily registered at the office where it comes under notice. The delivering office should collect the registration fee from the addressee on delivery.

Letters containing coin cannot be accepted if they are addressed to places abroad even if the sender tenders them for registration. The only way in which coin can be posted for transmission abroad is by the Insured Box Service, the regulations in regard to which were given in Secretary's Circular No. 12 of the 19th Junuary, 1935.

If an ordinary letter containing coin and addressed to a place abroad is discovered in the mails it should be forwarded with a report under separate cover to the Secretary.

It should be noted that the Insured Box Service does not apply to Canada or the United States.

Mails Lost Through Enemy Action

Information has been received from the Postal Administration of Great Britain to the effect that mails despatched from Great Britain to Newfoundland from the 9th to the 11th May, have been lost by enemy action.

Postal Services to British Somaliland Restored

Information has been received to the effect that postal services to British Somaliland has been restored.

TELEGRAPHS

Teleprinter Operation

S.t John's-Grand Falls circuit changed from morse to teleprinter operation as from the 18th August, 1941.

CORRECTION

Postmasters are instructed to disregard paragraph two of the notice appearing on page 1010 of the Post Office Circular of the 21st August 1941 with reference to all Post Offices being open for all classes of business between the hours of 9 a.m. and 10 a.m. Sundays.

The instructions issued on Page 907 are still valid and reads as follows:—

> "On and after the 1st March, 1941, the practice of accepting all classes of telegraph traffic on Sundays or statutory holidays, when offices are closed, except between the hours of 9 a.m. and 10 a.m. will cease, and, from that date, **only full rate foreign and local** priority rate telegrams will be accepted on these days."

STORES

Wireless Battery Connecting Plugs

Wireless operators are requested to save all connecting plugs from old "B" batteries, as there is a possibility that plugs will not be supplied with batteries issued henceforth.

METAL LABEL HOLDERS

Due to the shortage of metal, some delay is occasioned in the delivery of certain equipment. Metal Label Holders on mail bags come within this category.

Postmasters are urged to collect every loose label holder around their offices and return same to the Controller of Stores by first mail.

This is most important and the co-operation of officials is requested in the matte.r

ACCOUNTING

Improper Use of Remittance Forms

In spite of repeated reminders, many Postmasters continue to include cash, to cover two or more accounts, on one remittance form, whilst others do not indicate the account which the remittance is intended to cover.

A separate remittance form must be used for each account and **not** two or more accounts on the one remittance.

POST OFFICE CIRCULAR.

THURSDAY, 11th SEPTEMBER, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS

Buchans ..... Mr. Llewellyn Peddle to be Messenger as from the 21st August, 1941.

Catalina ..... Mr. Aidan Nolan to be Messenger as from the 1st September, 1941.

Channel ..... Mr. Eric Billard to be Messenger as from the 21st August, 1941.

Botwood ..... Mr. Lorne Edison to be Messenger-assistant as from the 15th August, 1941.

North Sydney Assorting Office ..... Mr. D. Ferguson, Jr., to be temporary Assistant as from the 1st September, 1941.

Riverhead, Hr. Grace ..... Miss Nellie Ryan to be Postmistress as from the 22nd August, 1941.

Torbay ..... Mrs. Mary Gosse to be Postmistress as from the 1st September, 1941.

OBITUARY

The Department regrets to announce the death on the 13th August, 1941, of Mr. Wilfred Moss, Postmaster and Telephone Attendant at Plate Cove. Mr. Moss entered the service as Postmaster on the 1st November, 1934.

CORRECTION

The appointment of Mr. H. Simms as Messenger, Corner Brook, is cancelled and Mr. Fred Smith has been appointed as Messenger. Postmasters will make the correction on page 1013 of the Post Office Circular of the 28th August, 1941

POST OFFICE CIRCULAR

The following points with regard to the Post Office Circular should be borne in mind:—

1. Circulars should be kept in a binder in consecutive order. At the end of each calendar year the index for that year should be attached and the binder filed in a convenient place. A separate binder should be used for each calendar year.
2. Two copies of the Circular are sent to Money Order Offices each week. Public notices intended for exhibition to the public may be cut out of the spare copy and posted on the notice board. Offices which are not Money Order Offices should not cut out such notices but copy them in long hand and exhibit them on the public notice board.

3. Circulars must not be destroyed. They are the Post Office property. In case of a change of official, through resignation or transfer, they must be passed over to the new appointee, together with all other Post Office equipment.

4. Immediately on receipt of the Circular each Postmaster should read it through carefully and then pass it to each of his Assistants in turn (where there is more than one official). Any point in doubt should be taken up by letter with Head Office.

5. If Circulars are not received application should be made to the Staff Clerk for fresh copies.

STATISTICS

Officials at the following Offices have failed to forward Monthly Traffic Reports for the months specified below:—

APRIL, MAY and JUNE

Alexander Bay Station (Railway)
Arnolds Cove Station (Railway)
Bartlett's Harbour
Benton
Doyles
Femme
Fishots P.O.
Fortune Harbour
Goulds, St. John's West
Grand Beach
Jamestown
Jersey Side (Railway)
Kilbride
Lord's Cove
McIvers
Miller's Passage
Piccadilly
Pinchard's Island
Port Aux Basques
Port Au Bras
St. Barbe
St. John's General Post Office
Shoal Cove West
Spanish Room
Spruce Brook (Railway)
Stephenville
Tompkins
Trinity, B.B.
Woodfords

APRIL and MAY

Gooseberry Island
Old Shop

MAY and JUNE

Bell Island Mines
Burnt Point
Eddies Cove
Kelligrews
Mount Carmel
Newman's Cove
Ship Cove (Port au Port)

APRIL

Meadows
Millertown Junction
North Harbour

MAY

Portugal Cove, C.B.
Sunnyside

JUNE

Argentia
Cape Freels
Cartyville
Fox Island River
Gambo
Jackson's Cove
Point Aux Gaul
Point May
Port Saunders
Port Union
Renews
Spaniards Bay
Winterton

These monthly reports must be completed and forwarded to Head Office immediately. Failure to carry out this instruction will result in disciplnary action.

CARE OF INKING PADS USED WITH DATE STAMPS

From examination of letters, etc., posted at Outport Offices and arriving in St. John's, it is observed that at practically all offices insufficient ink is being used in the ink pads used for the date-stamp, with the result that it is invariably very difficult, and frequently quite impossible, to read the name of the office of posting. Postmasters should see that these ink pads are kept sufficiently moist and clean to give a clear and legible impression of the date stamp on postage stamps of any colour and that date stamps are kept clean.

ACCOUNTING

Requisitions for Cash

Requisitions for funds to pay Money Orders must be addressed to the Chief Accountant and not to the Head Postmaster.

Postmasters are again reminded that registered mail for express trains closes at 3 p.m. and any requisition received after 2 p.m. cannot be attended to on that day.

To avoid delay, Postmasters should see that all requisitions are filed as early each morning as possible, addressed to the Chief Accountant, in order that the necessary funds may be obtained from the bank before mailing time.

Radio Licence Collection

The attention of all Postmasters is drawn to the Radio Licence collection. Postmasters must arrange to finalize radio licence collection by the 30th September, 1941. It would appear that the Postmasters at several offices have failed to send out final notices as a follow up to original notice cards, and as a result many who otherwise would have paid have possibly overlooked the matter.

Bills for Annual Rental of Telephones

Telephone bills for the current year have been forwarded to Postmasters.

It is essential that these bills be delivered to all subscribers as soon as possible and that a request for immediate payment should be made. If for any reason a bill cannot be delivered the Postmaster should advise the Chief Accountant, stating reasons for non-delivery.

In order that a complete check may be made each Postmaster will mail to the Chief Accountant a list of all subscribers who have not paid their current bill at the end of October and state why the bill was not paid. This list should be mailed not later than the first mail in November.

If for any reason a subscriber wishes the telephone removed a service message should be sent immediately to Head Office so that the necessary arrangmenets may be made without delay.

Requisitions for Postage Stamps

In spite of instructions some Postmasters fail to keep a stock of postage stamps on hand. A case occurred recently where a member of the public entered an outport Post Office to purchase stamps and found that there had been no stamps on hand for several days and that the Postmistress had not requisitioned more. This is gross negligence and creates a poor impression of the Service.

Postmasters must send in their requisitions for stamps to the Stamps Department, St. John's, in good time to ensure that the mail connections will permit of the new supply reaching their offices well in advance of the old supplies being sold out.

RECOVERED U.S.A. POSTAL MONEY ORDER FORMS

The following United States Postal Money Order Forms which were reported stolen have been recovered:—

Alix, Ark	82,160 to 82,200 inclusive
Golts, Md	48,625 to 50,000 inclusive

STOLEN U.S.A. POSTAL MONEY ORDER FORMS

The following United States Postal Money Order Forms have been reported stolen:—

Bendavis, Mo	10,874 to 11,000 inclusive
Brooklyn, N.Y. Sta. 8	134,195 to 134,200 inclusive
Wallum Lake, R.I	41,056 to 44,000 inclusive

POST OFFICE CIRCULAR.

THURSDAY, 18th SEPTEMBER, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY. SPECIAL ATTENTION IS DRAWN TO THE INSTRUCTIONS CONTAINED IN THIS WEEK'S CIRCULAR WITH REGARD TO THE SEMI-ANNUAL STATISTICS.

VACANCIES

Conche ..... Postmaster and Operator. Salary $420.00 per annum. Applications addressed to the Secretary will be received up to the 25th September, 1941.

Red Island ..... Postmaster and Operator. Salary $420.00 per annum. Applications addressed to the Secretary will be received up to the 25th September, 1941.

Tacks Beach ..... Postmaster and Operator. Salary $420.00 per annum. Applications addressed to the Secretary will be received up to the 25th Septembr, 1941.

APPLICATIONS FOR VACANCIES

When officials of this Department make application for vacancies advertised through the medium of the Post Office Circular and by telegraph, they should take care that they give at least all the information asked for.

Cases occur where applications of the following nature are received, "Please accept my application for ..... ." Other applicants refer to former applications for particulars. This is unsatisfactory and causes delay in obtaining particulars from records and applications which have been filed on previous occasions.

The following is the least that should be given in an application for a vacancy:—

1. Full name.
2. Date of Birth (i.e. year, month and day of month).
3. Highest educational qualifications.
4. Department experience (the places at which the official has worked and the approximate time and type of work performed, and salary).
5. Whether married or single.
6. The names of two people, outside the Service, to whom application may be made with reference to character.
7. Any other information the candidate may care to give.

Postmasters should take note of these instructions and bring them to the attention of their staff. Especially should this notice be brought to the attention of relief officials and students, of whom there is no record in this Department.

LEAVE

Postmasters are reminded that notice must be sent to the Staff Clerk stating date leave commenced and again on the date of resumption of duty.

It has been noted that some officials mal e definite arrangements with other officials for relief. In order to avoid disappointment this practice should cease. Wherever possible leave will be granted in accordance with the wishes of the official concerned.

SEMI-ANNUAL STATISTICS

The Semi-Annual Statistics which have been taken in the month of November in former years will be taken for the month of **October** in the present year.

The Statistical forms for this work have been mailed to all offices.

Post Office Circular of the 6th March, 1941, contains reference where Statistical instructions in the Post Office Circulars may be found. Further reference may be obtained from the index of the Post Office Circular.

MAILS

Procedure When Sender Enquires About a Registered Letter or an Insured Parcel After Date of Posting

It is apparent from the number of enquiries made at Head Office with regard to the delivery of registered letters or insured parcels that the instructions issued on page 905 of the Post Office Circular of the 20th February, 1941, have not been followed.

The instructions are again repeated:—

"If at any time after the date of posting the sender of a registered letter or an insured parcel makes inquiry with regard to the delivery of same and desires the Department to make an investigation, the following procedure should be observed:—

(1) The sender should be given an Advice of Reception Card and asked to fill in his name and address on the front in the space provided.

(2) **A fee of 5 cents** should be collected from the sender and a stamp of this value given in exchange which the sender should affix to an official memorandum form and hand back to the Postmaster who should cancel the stamp with a clear impression of the office date-stamp.

(3) The Postmaster should enter on the front of the Advice of Reception Card the particulars of the register or insured parcel and should write on the memorandum form the particulars of despatch of the article from his office, e.g., "Register No. 264 despatched from Heart's Content of the 22nd June, 1937, to N.N.W. Railway, via Whitbourne Letter Bill No. 32."

(4) The Advice of Reception Card and the memorandum form should be despatched together in an envelope addressd to the Secretary, St. John's."

(5) The Secretary will forward the card in an envelope addressed to the Postmaster of the office of delivery and request him to obtain the signature of the addressee of the register or insured parcel and to sign his name on the card as evidence of delivery. The Postmaster of the office of delivery will then return the card in an envelope addressed to the Secretary who will forward it to the sender of the article concerned.

(6) If the Postmaster of the office of delivery cannot prove delivery of the register or insured parcel he should make an immediate report accordingly to the Secretary and return the card to him.

(7) Postmasters must clearly understand that with this system it is strictly forbidden for Deadhead telegrams to be sent on enquiries with regard to registers or insured parcels. If the sender desires a telegram of enquiry to be sent he should be required to pay for it. Following receipt of these instructions Postmasters will be charged with the cost of Deadhead telegrams for which they may be responsible in this connection.

ACCOUNTING

Cancelled Money Orders

Many Postmasters fail to forward cancelled Money Orders with their Accounts thereby causing much delay in the Accounting work at Head Office and entailing the use of service messages.

Postmasters are reminded that cancelled Money Orders are to be entered on the issue sheet in the proper numerical order and the word "spoiled" entered after it. The Order must be attached to the Account and forwarded to Head Office in the usual way.

Full Particulars of Paying Offices to Be Given

The attention of all Postmasters is drawn to the fact that when issuing Money Orders, particular attention must be given to the entering of the name of the paying office, the name of the State or Province must also be shown. Errors of this nature are apt to cause considerable delay in effecting payment of the Order.

The following errors have been brought to the attention of this Department:—

SERIAL NO.	OFFICE OF ISSUE	OFFICE DRAWN ON	CORRECTION
18022	Channel	Kansas City	Kansas City, Mo.
14870	St. John's General	Kansas City	Kansas City, Mo.
4387	Exploits	Kansas City	Kansas City, Mo.
14512	St. John's General	New York	New York, N.Y.
1970	Lethbridge	Florida	Pass-a-Grille Beach, Fla.
1969	Lethbridge	Florida	Pass-a-Grille Beach, Fla.
1968	Lethbridge	Florida	Pass-a-Grille Beach, Fla.
1911	Lethbridge	Florida	Pass-a-Grille Beach, Fla.
1912	Lethbridge	Florida	Pass-a-Grille Beach, Fla.
2484	Humbermouth	New Jersey	Jersey City, N.Y.
9717	Gander	New York, U.S.A.	Owego, N.Y.
7744	Gander	Pennsylvania	Easton, Pa.
14019	St. John's General	Springfield, Miss.	Springfield, Mo.
14092	St. John's General	Santa Clara County, Calif.	San Jose, Calif.

TELEGRAPHS

Telegraph Traffic August 1941

	1940	1941		
Paid Telegrams (includes Priority)	55,618	73,421	Increase	17,803
Priority	5,401	8,210	"	2,809
Phono-telegrams	1,078	1,312	"	234
Total Paid Traffic	56,696	74,733	"	18,037
Deadhead and Service Messages	7,593	8,232	"	639
Telegram equivalent Public Despatch	3,880	3,060	Decrease	820
Total Traffic	68,169	86,025	Increase	17,856

There were no fines in August in connection with failures, delays or errors.

FUEL

Postmasters at offices which are provided with fuel by the Department are requested to take steps to conserve their supply this year. The same quantity as allowed previous years will be supplied this year, but, owing to the high cost of coal and the need for extreme economy to be exercised, the Department will be unable to accede to any requests that may be received for further supply of fuel beyond the normal allowance.

POST OFFICE CIRCULAR.

THURSDAY, 25th SEPTEMBER, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS

Moreton's Harbour ..... Miss Adela Burke to be Postmistress and Operator as from the 15th September, 1941.

Plate Cove, B.B. ..... Mrs. Wilfred Moss to be Postmistress and Telephone Attendant as from the 1st September, 1941.

Hare Bay, B.B. ..... Miss Ada Wiseman to be Postmistress and Telephone Attendant as from the 1st October, 1941.

Shambler's Cove ..... Mr. William Carter to be Postmaster and Telephone Attendant as from the 11th August, 1941.

Safe Harbour ..... Mrs. Thomas Gillingham to be Postmistress and Telephone Attendant as from the 1st September, 1941.

Wesleyville ..... Mr. Edwin Winsor to be Postmaster and Operator as from the 9th September, 1941.

Fortune ..... Mr. Eli Lake to be Temporary Messenger as from the 2nd September, 1941.

RESIGNATIONS

Safe Harbour ..... Miss Alice Gillingham, Postmistress and Telephone Attendant, effective 31st August, 1941.

Goulds, St. John's West ..... Mrs. Walter Williams, Postmistress, effective 30th September, 1941.

Carbonear ..... Mr. Wilfred Howell, Temporary Messenger, effective 30th September, 1941.

Registry and Typing Branch, Head Office ..... Miss Alicia Blackwood, Stenographer, effective 31st August, 1941.

Fortune ..... Mr. Philip Spencer, Temporary Messenger, effective 1st September, 1941.

Wesleyville ..... Mr. J. T. Miles, Postmaster and Operator, effective 8th September, 1941.

Mosquito, St. Joseph's ..... Mrs. C. Doody, Postmistress, effective the 30th September, 1941.

CENSORSHIP

Communication with Prisoners of War and Civilians Interned Abroad

1. This leaflet applies primarily to British (including Dominion and Colonial prisoners of war interned in enemy and neutral countries; but paragraphs 2—4 as regards the letter Post are also applicable to letters and postcards addressed to prisoners of war of other nationalities interned abroad. The term "Prisoners of War" includes all interned persons, naval, military, air force and civilian.

Letter Post

2. Letters and Postcards may be sent post free by ordinary post (for air-mail facilities see paragraph 5). They should be posted in the ordinary way and should not be sent to the Red Cross Society to be forwarded. They should be clearly written or typed, and letters should not exceed two sides of a normal sized sheet of notepaper; otherwise they are liable to delay and may even not be delivered by the authorities in the country to which they are addressed.

In the interests of the prisoners, relatives should limit their letters to one or two a week; the more that are sent the more are they likely to be delayed by the censorship abroad. For the same reason letters from strangers are to be deprecated.

Letters and postcards must only deal with purely personal matters and care should be taken that no information of any kind which might be of use to the enemy is given. No references to naval, military, aerial, economic or political matters are allowed, and movements of any members of His Majesty's Forces or any warship or merchant ship must not be mentioned.

3. **Enclosures.** Any enclosure in a letter may cause delay. Snapshots or unmounted photographs of a personal nature are, however, allowed and simple bank statements (not pass books) may be sent. International reply coupons must not be sent; their use for the prepayment of air mail letters is unnecessary and is not permitted. Picture postcards, birthday or greeting cards bearing pictorial illustrations and pictorial matter of any kind are forbidden. The Letter Post may be used only for letters and postcards and must on no account be used for sending small articles such as packets of razor blades, chocolate, etc., such items may be sent only in parcels.

4. **Method of Address.** It is of the utmost importance that the details of the address should be correct and correspondents should make sure that they use the latest address supplied by the prisoner. In the case of prisoners in German hands the address is usually given on the back of their letter cards or postcards, in particular the Camp number is shown after the words "Lager-Bezeichnung." The address should be clearly written in INK both on the envelope and on the letter itself. The use of adhesive address labels or previously used envelopes is strictly forbidden.

(1) **For Prisoners whose prisoner of war number and camp address are known.** No mention should be made either in the address or in the letter of the unit or regiment in which the prisoner of war was serving at the time of his capture. The following particulars should be given:

(a) Rank (unless the addressee is an interned civilian), initials and surname (preferably in block letters).

(b) British Prisoner of War (or British Interned Civilian).

(c) Prisoner of War Number. (For prisoners in German hands this number is a most important element of the address. Care should be taken to quote it correctly: it should not be confused with the service number given him by the British authorities. Prisoners in Italian hands are not given a prisoner of war number and the British service number should be quoted).

(d) Camp address. (It is important that the Camp address should be complete, e.g., in the specimen address below "Stalag" means "permanent camp" and is insufficient without the addition of the appropriate number, including any subsidiary lettering or numbers giving perhaps details of a working camp subordinate to the parent Camp, e.g., Stalag XXa (2A).

(e) Country.

The top left-hand corner of the envelope should bear the words "Prisoners of War Post", and if addressed to a prisoner of war in German hands, the equivalent words "KRIEGSGEFAN-GENENPOST" should be added, or if addressed to a prisoner of war in Italian hands the words "Service des prisoniers de guerre." The name and address of the sender should be written on the back of the envelope. If, however, the sender is serving in His Majesty's Forces, whether at home or abroad, he must on no account give the address of his unit; instead he should state the address of a relative or friend in this country who would be willing to send on any letters received from the prisoner.

(2) **For Prisoners in German hands whose prisoner of war number and/or camp address have not yet been announced.**

Letters may be addressed to such prisoners of war as follows:—

Regtl. No. ..... Rank ..... Name .....
(Block Letters)

British Prison of War,
P/W Number (if known),
C/o Agence Centrale des prisonniere de guerre,
Comite International de la Crox-Rouge,
Geneva,
Switzerland.

(3) **For Prisoners in Italian hands whose camp address has not yet been announced.** Letters may be addressed to such prisoners of war as follows:—

Regtl. No. ..... Rank ..... Name .....
(Block Letters)

British Prisoner of War,
C/o Croce Rosse Italiana,
6 Via Fuglie,
Rome.

It should, however, be particularly noted that as soon as the Prisoner of War number and the camp address have been received for prisoners in German hands, and as soon as the camp address has been received for prisoners in Italian hands, letters should be addressed directly to the camp (as in 4 [1]). Failure to do so will cause delay.

5. **Air-Mail.** Letters and postcards may be prepaid at the rate of .40c. per ½ oz. They should bear a blue air mail label in the top left hand corner. They go by surface to New York and thence by air. No enclosures will be allowed.

N.B. **No attempt should be made to communicate with Prisoners of War through people in Neutral Countries.**

SPECIMEN ADDRESS
(As referred to in 4 (1) (d).

No Stamp required.

Prisoners of War Post.
KRIEGSGEFANGENENPOST.

* **P/J.1. 125001 A.B.J. SMITH**
or **No. 123456 Corporal T. Atkins.**
or **No. 567890 Leading Aircraftsman K. Jones,**
British Prisoners of War No. 3306,
Stalag XII A.
Germany.

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* **From Mrs. J. Smith,**
33, Maple Road,
Andover,
Hants.

* The details in heavy type in the foregoing specimen addresses are merely examples and care should be taken that the appropriate details furnished in letters sent by the prisoner are inserted in the address of letters sent to him.

6. Information concerning parcels for prisoners of war may be obtained from the Red Cross Society c/o Lt. Col. Cluny Macpherson, St. John's. Parcels must not be sent direct.

The above is a revision of the instructions issued on page 846 of the Post Office Circular of the 7th November, 1940. Postmasters must copy this notice and post it in a prominent place in the lobby.

NOTICE

Tobacco and Cigarettes to Prisoners of War

Arrangements have now been made through the Red Cross whereby packages of tobacco and/or cigarettes may be sent to Prisoners of War and interned civilians in enemy or enemy occupied countries or to British Service men interned in neutral countries through the Imperial Tobacco Company, Ltd., St. John's.

The sending of such parcels is subject to the following conditions:

1. The parcels must be prepared and posted by the Imperial Tobacco Company, Ltd.
2. No card or letter prepared by the donor may be enclosed.
3. The parcel may contain only tobacco and/or cigarettes manufactured by the Imperial Tobacco Company, Limited; no other type of goods may be enclosed.
4. The parcel must weigh not less than four ounces and not more than eleven pounds.

The Company will prepare and enclose a card showing the name of the Donor.

Postmasters will copy the above notice and exhibit it in a convenient and conspicuous place in their offices.

TELEGRAPHS

Social Cablegrams (GLT) Correction

On page 36 of the "Postal, Telegraph and Cable Rates" Booklet, in the first paragraph of the instructions concerning the above class of traffic, delete the words "India" and "Burma", it will then read as follows: This Service is available to Empire countries except Canada, via "Imperial", etc.

EXPEDITIONARY FORCE MESSAGES

In the list of fixed Texts insert the following Text as No. 64: which at present is blank:

"Best Wishes for New Year."

This Text is for use in connection with both the Calendar and the Jewish New Year.

POST OFFICE CIRCULAR.

THURSDAY, 2nd OCTOBER, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

LEAVE OF ABSENCE

Fogo ..... Mr. Thomas Loder, Messenger, has been granted Leave of Absence to join His Majesty's Forces. Effective 15th September, 1941.

APPOINTMENTS

Bay Roberts ..... Mr. William R. Mercer to be Messenger as from the 18th September, 1941.

RESIGNATIONS

Grand Falls ..... Mr. Albert Cross, Temporary Carrier, effective the 20th September, 1941.

Bay Roberts ..... Mr. Ernest Snow, Messenger, effective 18th September, 1941.

TRANSFERS

Topsail ..... Mr. John Moriarty, Assistant Grand Falls, to be Assistant Topsail, as from the 8th September, 1941.

Stephenville ..... Miss Philomena Coady, Messenger Assistant, Lamaline, to be Assistant, Stephenville, as from the 8th September, 1941.

RETIREMENT

Spanish Room ..... Mrs. Susannah Coady, Postmistress and Telephone attendant, effective 31st October, 1941, on age limit. (Vacancy advertised locally).

OFFICE OPENED

Marquise ..... A Postal Telegraph Office was opened at Marquise on the 29th September, 1941. This office will have full telegraph facilities. The telegraph call letters are MU.

RETURN OF EMPTY MAIL BAGS

In spite of repeated notices, Postmasters continue to disregard instructions with regard to the return of empty mail bags. The instructions are again repeated:—

"It is impossible to maintain an adequate supply of bags within the service unless empty mail bags are returned promptly to the office from which they were despatched. Mail bags should never be hoarded at an office or used for any purpose except the

lawful one. Certain of the larger offices are permitted to keep a reserve supply of mail bags for their needs but this reserve should not be exceeded without proper authority."

In view of the increasing mails which are being despatched from St. John's, and the additional supplies which are required daily to meet the needs of the service, Postmasters are urgently requested to forward to the General Post Office, St. John's, by every available mail, empty mail bags at their offices that are not in use.

LEAVE

Secretary's Circular No. 23 is repeated for the benefit of officials.
"The attention of all officers is drawn to the following rules concerning absence from duty:

1. No official must absent himself from duty without first receiving permission from Headquarters. An Assistant or Messenger must apply for leave of absence through the Postmaster in charge of his office.
2. Should severe illness render it impossible to comply with the above rule Headquarters should be advised by telegram of the official's absence.
3. Applications for leave should be addressed to the Secretary. The Staff Clerk must be advised when leave commences and when the official resumes duty.
4. In all cases of sick leave a certificate should be furnished. If no Doctor or Nurse is available the certificate should be signed by a Clergyman or two responsible citizens. The nature of the illness should be stated.

INFORMATION NOT TO BE DIVULGED

Secretary's Circular No. 4 dated 13th December, 1934, is also repeated:

"All members of the Staff are reminded that they must not in any circumstances divulge to outside parties information regarding any matter which may come under their notice in their capacity of employee of the Department of Posts and Telegrpahs.

It should be clearly understood that any proved case of a breach of this regulation will have very serious consequences for the Officer or Officers concerned.

ACCOUNTING

Fines

Officials at the following offices have been fined .10c. for failure to enclose Form No. 1084 in registers to the Cashier, Head Office. This is in accordance with instructions issued in the Post Office Circular of the 14th August, 1941, page 1007, which read as follows:—

"Although notice has appeared in the Post Office Circular from time to time, Postmasters still continue to forward Cash to the Cashier without the appropriate form 'Declaration of Contents', Form No. 1084. In many cases the Cashier has to make out forms to cover the amount of cash sent in by the Postmaster. These omissions must cease forthwith.

"In future disciplinary action will be taken against any Postmaster who fails to carry out these instructions."

OFFICE	OFFICIAL
Burgeo	E. L. Banfield
Cartyville	E. Legge
Coombs Cove	F. Bungay
Epworth	I. Moulton
Little Bay	Mrs. Flynn (Relieving)
Lush's Bight	Mrs. E. Bartlett
Norris Arm	S. Verge
St. Andrews	W. Doyle
St. Theresa's	K. King

MONEY ORDERS SIGNED IN PENCIL

Despite repeated instructions many Money Orders, particularly telegraphed Orders, are being received at this office on which the endorsement is made in pencil.

This is against regulations and many of the Postmasters responsible have been warned repeatedly in the past.

Postmasters are again reminded that only top copies of telegraphed Orders endorsed in ink will be accepted. Carbon copies must not be sent.

TELEGRAPHED MONEY ORDERS

Postmasters are reminded that all Money Orders issued to cover telegraph transfers are to be forwarded to Headquarters by the first possible mail.

REQUESTS FOR REFUNDS OF TELEGRAPH TRANSFERS

The attention of Postmasters is directed to the following regarding requests for refunds of Telegraphed Orders between Newfoundland Offices.

No request for refund is to be sent to Head Office until the issuing office has first received from the paying office a report of non-payment and cancellation.

The issuing office will then apply to Head Office for the return of the covering Money Order for payment, at the same time stating that a confirmation of non-payment has been received from the office drawn on.

The Money Order will then be returned by Head Office with authority to refund by means of the Money Order.

No refund is to be made by means of a copy of the original telegraph advice.

It is irregular to apply to Head Office for authority to refund Telegraph Transfers unless the above instructions have been complied with as non-payment must first be confirmed by the office drawn on.

ERRORS IN MONEY ORDER WORK

The following is a list of Post Offices where officials were responsible for four or more errors in Money Order Service during June, 1941:

OFFICE	NO. OF ERRORS	NO. OF MONEY ORDERS PAID AND ISSUED DURING JUNE
Aguathuna	4	125
Argentia	7	1,318
Baie Verte	4	44
Botwood	6	814
Buchans	7	1,080
Catalina	4	152
Corner Brook	6	1,762
Gambo	5	254
Gander	18	2,016
Hare Bay	4	57
Lewisporte	7	318
Marystown	4	223
Nipper's Harbour	4	82
St. George's	5	235
St. John's East	6	851
St. John's General	4	4,069
Stephenville	4	401
Whitbourne	4	122

Total number of Orders issued during June 1941	24,572
Total number of Orders paid during June 1941	10,893
	35,465

Total number of Errors	300
Percentage of Errors	.85
i.e., approximately 8½ errors for each 1,000 Orders issued and paid.	
Total number of Figure Errors	222
Percentage of Errors	.63
i.e., approximately 6 errors for each 1,000 Orders issued and paid.	

TELEGRAPHS

Acceptance of Collect Telegrams

Owing to the difficulties in connection with delivery at Gander, Botwood, Argentia and Stephenville, collect telegrams cannot be accepted for workmen employed on construction work at these places. In future, telegrams so accepted will be made prepaid at the destination and charged against the office of origin, without notice.

Change of Routing

As from the 26th September, 1941, Botwood and Bishop's Falls traffic will circulate via St. John's direct.

As from the 29th September, 1941, Norris Arm, Millertown and Buchans traffic will circulate via Campbellton.

Empire Press Rate "Via Imperial"

Effective the 1st October, 1941, press rate between all Empire countries, except between Newfoundland and Canada, will be .02c. (two cents per word).

Bait Intelligence Service

Commencing the 23rd September, 1941, the following additional offices will telegraph a daily report of Bait conditions in their respective vicinities to the Department of Natural Resources:—

Holyrood
St. Joseph's
St. Mary's
Harbour Breton
Recontre East
Baine Harbour
Burgeo
Fogo

POST OFFICE CIRCULAR.

THURSDAY, 9th OCTOBER, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

RESIGNATIONS

Dunville ....Mrs. Bride Tobin, Postmistress, effective 31st August, 1941.

St. John's Instrument Room .....Mr. Henry Porter, Learner, effective 26th September, 1941.

RETIREMENT

Topsail .....Miss Florence Miller, Assistant, effective 31st August, 1941. On ill-health.

TRANSFER

Witless Bay .....Mr. J. W. Carew, Postmaster, has been transferred to Department of Customs, St. John's, as from 22nd September, 1941.

CORRECTION

The notice appearing in the Post Office Circular of the 2nd October, 1941, to the effect that the office opened at Marquise would have full Telegraph facilities should be corrected to read "full Postal facilities."

VERIFICATION OF DATE OF BIRTH

All officials are reminded that Birth Certificates must not be forwarded to Head Office if they have been forwarded on previous occasions and entered in records.

Many requests have been received for the return of Birth Certificates. All Certificates will be returned by registered mail as soon as they have been checked and entered on the staff records.

MAILS

Economy in the Use of Supplies and Equipment

It is deemed expedient to call the attention of Postmasters to the fact that there has been a very material increase in the cost of supplies and equipment this fiscal year as compared with prices paid for the same commodities last fiscal year. In addition, a great deal of difficulty is being experienced, in many instances, in obtaining delivery of supplies and equipment under contract.

This situation will necessitate economy being exercised wherever possible and Postmasters are directed to confine all requests for supplies and equipment to the minimum needs of the office. No requests should be submitted for equipment in replacement of that at present in use if the present equipment is serviceable.

The co-operation of all Postmasters is solicited.

Postal Services to Syria Restored

Information has been received that Postal Services to Syria have been restored.

Proper Cancellation of Postage Stamps

To ensure proper date stamping and cancellation the following points should be observed:

1. Keep the type in the dating stamp clean by brushing it—a tooth brush will answer the purpose and the stamp can be thoroughly cleaned in a minute or two.
2. Keep the stamping pad well inked.
3. Shake the ink thoroughly before placing it on the pad.
4. Rub the ink well in with the wooden muller.
5. Scrape the pad occasionally to remove the dust which accumulates and becomes clogged with ink.
6. Do not allow the stamping pad to become too much worn to properly hold the ink.

ACCOUNTING

Payment of British Postal Orders

Arrangements have now been made for the payment in Newfoundland of British Postal Orders up to a limit of £2-2s. per remitter per day when sent by Canadian and Newfoundland Airmen serving in the United Kingdom whether or not they are organized in Canadian or Newfoundland units.

Confirmation from the persons presenting them must be given that these orders were remitted by Canadian or Newfoundland Airmen serving in the United Kingdom.

The instructions with regard to the payment of British Postal Orders from other units were given on page 819 of the Post Office Circular of the 19th September, 1940, and are again repeated:

> On and from the 18th July, 1940, the issue of British Postal Orders in the United Kingdom for payment in Newfoundland is prohibited, except Orders up to a limit of £2-2s. sent to Newfoundland under the following conditions.
>
> 1. By a member of the Canadian Active Service in Britain provided that they are purchased at a Canadian Army Post Office and bear the issuing stamp of an Army Post Office.
> 2. Postal Orders issued on board one of H.M. Ships to Newfoundlanders serving with naval units in the United Kingdom and remitted to Newfoundland may be paid up to £2-2s. per Remitter per day. All such Orders bear an Admiralty issuing date-stamp.
> 3. Postal Orders remitted by Newfoundlanders serving in smaller naval units such as mine sweepers, who may have purchased Orders at a civil Post Office, may be paid up to the same limit provided the persons presenting them can state that they have been remitted by Newfoundlanders serving in naval units in this country.

4. Postal Orders remitted by men serving in Newfoundland Military and Forestry units in the United Kingdom, who may similarly have to purchase their Orders at a civil Pos t Office, may be paid up to the same limit provided the persons presenting them can state they have been remitted by a member of Newfoundland Military or Forestry unit in this country.

Payment of Orders other than those authorized in the above regulations must not be made. Postal Orders issued in British possessions or British Money Orders will be paid on presentation as at present."

Registers to Cashier and Bank of Montreal to be Sealed with Wax and Show Impression of Office Seal

It is apparent that many Postmasters continue to forward Registered Envelopes to the Cashier, Head Office, and to the Bank of Montreal, improperly sealed, and in some cases, without any sealing wax on the back flap.

All registered envelopes should be sealed with sealing wax in the space provided for the purpose, and the wax should bear the impression of the seal of the office.

Sufficient wax should be used so that the impression is discernible.

Stolen United States Postal Money Order Forms

The following United States Postal Money Order Forms have been stolen:

Nashville, Tenn. Sta. 17 ..... 20502 - 20505 inclusive
Parkwater, Wash ..... 24192 - 24200 inclusive

The above Orders if presented at a Newfoundland Money Order Office must not be paid. If possible endeavour should be made to obtain particulars of such Orders presented—the office of origin and number, amount, name of remitter and payee—and such information should be telegraphed by the priority service to the Accountant, St. John's.

Recovered United States Postal Money Order Forms

The following United States Postal Money Order Forms have been reported recovered.

Washington, Okla. ..... 67353 - 68000 inclusive

Stolen Canadian Postal Money Order Forms

The following Canadian blank Money Order Forms have been reported stolen:

Cabana, P.Q. ..... 066-20330 to 066-21000 inc.

The above Orders, if presented at a Newfoundland Post Office must not be paid.

TELEGRAPHS

Messages to H. M. Forces (Via Imperial)

Effective October 1st the following indications may be used in the address of messages, other

than "Expeditionary Force Messages", to members of H.M. Forces overseas, as the destination. The indications will be counted as one chargeable word.

(1) Middle East Force.

(2) East African Force.

(3) West African Force.

(4) APO-West African Force.

Expeditionary Force Messages (EFM)

The Expeditionary Force Message service available with Bahrein (Persian Gulf) from October 1st.

CONVERSION OF OFFICE

The Post Office at Dunville has been converted from Telegraph to Telephone as from the 1st October, 1941. Telegraph connecting office is Placentia.

POST OFFICE CIRCULAR.

THURSDAY, 16th OCTOBER, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

LEAVE OF ABSENCE

St. John's General Post Office ..... Mr. L. T. French, Carrier, has been granted Leave of Absence to join the Canadian Forces. Effective the 6th October, 1941.

APPOINTMENTS

Carbonear ..... Mr. Max Johnson, to be Messenger as from 27th September, 1941.

Dunville ..... Mr. James Barron, to be Postmaster as from 1st October, 1941.

Springdale ..... Miss Mildred Grant, to be Messenger as from the 29th September, 1941.

Marquise ..... Mr. Samuel Adams, to be temporary Assistant as from the 29th September, 1941.

Fogo ..... Mr. Frank Gale, to be temporary Messenger as from the 13th September, 1941.

Kelligrews ..... Miss Anne Hibbs, to be Postmistress as from 1st October, 1941.

Manuels ..... Miss Maude O'Neil, to be Postmistress as from the 4th October, 1941.

RESIGNATIONS

Grand Falls ..... Mr. Albert Cross, temporary Carrier, effective 20th September, 1941.

Little Catalina ..... Mr. Wesley Johnson, Postmaster and Telephone Attendant, effective 13th October, 1941.

Grand Bank ..... Mr. John Rogers, Messenger, effective 31st October, 1941.

Marystown ..... Mr. E. P. Reddy, Postmaster and Operator, effective 31st October, 1941.

St. John's General Post Office ..... Mr. H. LaFosse, Carrier, effective 29th September, 1941.

Upper Gullies ..... Mrs. Nathaniel Coates, Postmistress, effective 15th October, 1941.

St. John's Instrument Room ..... Mr. Frank O'Brien, temporary Operator, effective 30th September, 1941. (Vacancy not advertised).

Twillingate ..... Miss May House, Assistant, effective 20th October, 1941.

Glovertown ..... Miss Mary Bragg, Postmistress and Operator, effective 31st August, 1941, on marriage. She has been re-engaged on a temporary basis.

Manuels ..... Mr. Alva Butler, Postmaster, effective 30th September, 1941.

VACANCIES

Marystown ..... Applications addressed to the Secretary will be received up to the 28th October, 1941, for the position of Postmaster and Operator at a salary of $600.00 per annum. Applicants should give full particulars as requested on page 1025 of the Post Office Circular of the 18th September, 1941.

MAILS

Christmas Mails for Abroad (via Great Britain)

Parcels, letters and cards, etc., for the countries indicated below and intended for delivery by Christmas, must be posted in time for despatch from St. John's to England not later than the following dates:—

	COUNTRY
27th October	Australia, Burma, Dutch East Indies, Gold Coast Colony, Iran, Iraq, Kenya and Uganda, New Zealand, Nigeria, Straits Settlements, Tanganyika, Zanzibar.
27th October	Aden, Ceylon, Cyprus, Egypt, India, Palestine, Sierra Loene, South Africa, Rhodesia Northern and Southern (mark via Capetown), Sudan, Syria.
10th November	Great Britain and European countries, Gibraltar, Malta, Morocco (British Agencies).

All classes of mail posted in the Outports for the above destinations should arrive in St. John's at least one day before the above mentioned dates.

The latest dates for posting parcels for Canada, the U. S. A. and other American countries will be advised in due course.

Postmasters should copy the above notice neatly in ink, if a typewriter is not available, and exhibit it in a prominent place on the public side of the office.

Safeguarding of Cash and Other Valuables

Postmasters are reminded that when the Post Office is located in a building other than the official's residence special care should be taken to see that all cash, and other valuables are placed in the safe when the office is left vacant for any period.

Doors should also be locked and no opportunity should be given any person to enter the building during the time that no responsible official is on duty.

Windows should be properly fastened at night.

Postmasters will be held fully responsible if during their absence anything is taken from their offices as a result of their failure to take the necessary precautions.

STORES

Safes

It sometimes happens that a Postmaster experiences difficulty in opening his office safe and the following advice is given to help in such cases, as it is always a matter of inconvenience and expense when a safe has to be returned to Headquarters.

Combination safes are usually lubricated with Graphite. It should be borne in mind that the use of oil on the combination will eventually result in clogging the mechanism, after which difficulty is likely to be experienced in opening the safe. Never tamper with, or oil the combination, although other moving parts may be lubricated with ordinary oil. If the dial does not revolve easily, it is possible that the dial, or the rim surrounding it has received a knock. To remedy this turn the dial slowly and observe where it is binding. By placing a number of layers of cloth over the spot, and giving same a sharp tap with a piece of wood held endwise, it will likely remove the dent and permit the dial to work freely.

When operating the combination, always turn dial slowly, and never with a jerk.

If safe does not open leave the dial set at the proper position, place a thick block of wood above the lock and give it a number of sharp blows with a hammer. If the safe still remains locked repeat this below the lock, and at all four corners of the door. As the cam or dog-bolt which operates the lock works by gravity it is essential that the safe be perfectly level on the floor. A small wire nail, flattened out and driven in the bottom seam under the door, will tend to lift door and bolts, thus helping to release the door.

If the trouble cannot be remedied at the office it may be necessary to send the safe in to Headquarters but before doing so the Postmaster should communicate with the Stores Section and ask for instructions.

DO NOT RETURN SAFES TO THE STORES SECTION UNLESS SPECIALLY INSTRUCTED.

ACCOUNTING

Remittances to Cashier

Postmasters are again reminded that Blue Form 1084 does not take the place of a remittance form—a remittance form must accompany each separate remittance of cash to the Cashier.

Pink Remittance Forms have been provided for use when remitting cash for War Savings Stamps. Many Postmasters continue to use General Remittance Forms for War Savings Stamp remittances. THE PINK FORM MUST BE USED.

Errors in Money Order Accounts

Errors in Money Order Accounts are frequently caused by carelessness of Postmasters who forward paid money orders improperly endorsed or not endorsed at all.

The number of errors registered against these offices would be reduced considerably, with a consequent saving of time and trouble at Head Office, if more attention was paid to this matter, as Orders improperly dealt with have to be sent back by registered mail to the office at fault.

It is further noted that the number of errors caused by bad figures shows no sign of decrease. In most cases it is apparent that bad or careless handwriting is responsible. The officers at fault must make an effort to improve their handwriting, particularly where figures are concerned. Whenever possible the entry on the issue sheet should be made at the time the money order is issued. If for any reason this is impracticable and it is necessary to make the entries on the issue sheet later on from the money order stubs, especial care should be taken by the issuing officer in filling in the stub in order to ensure that no error will later be made on the issue sheet.

TELEGRAPHS

Labrador Station Closed

The Seasonal Station at Smokey was closed on the 15th September, 1941.

CORRECTION

The notice appearing on page 1040 of the Post Office Circular of the 9th October, 1941, to the effect that the Post Office at Dunville was converted to a telephone office is corrected.

There will be no telephone facilities at the Post Office at Dunville.

Telegrams for Dunville will be delivered by chance from Placentia or subject to .15c. telephone charges, in addition to the regular telegraph charge.

Telegraph Traffic

	1940	1941		
Paid telegrams (includes priority)	55,618	67,229	11,611	increase
Priority	5,401	8,032	2,631	"
Phono-telegrams	1,011	1,073	62	"
Total Paid Traffic	56,629	68,302	11,673	"
Deadhead and Service Messages	7,593	7,647	54	"
Telegram equivalent Public Despatch	3,880	3,650	230	decrease
Total Traffic	68,102	79,599	11,497	increase

There were no fines in September in connection with failures, errors or delays.

POST OFFICE CIRCULAR.

THURSDAY, 23rd OCTOBER, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS

Englee ..... Mr. Archibald Engram to be Postmaster and Operator as from the 8th October, 1941.

Conche ..... Miss Ellen Ann McGrath to be temporary Postmistress and Operator as from 1st October, 1941.

Tacks Beach ..... Miss Jennie Brown to be temporary Postmistress and Operator as from 1st October, 1941.

Mosquito, St. Joseph's ..... Miss Mary Linehan to be Postmistress and Telephone Attendant as from 1st October, 1941.

RESIGNATIONS

St. John's General Post Office ..... Mr. Henry Tobin, Letter Carrier, effective 13th October, 1941.

Bonne Bay ..... Mr. G. Taylor, Messenger, effective 20th October, 1941.

RETIREMENTS ON REACHING THE AGE LIMIT AND MARRIAGE

The Civil Service Act of 1926 provides that a Civil Servant may be called upon to retire on reaching the age of 65 and may be considered for a Superannuation allowance provided he or she has served at least ten consecutive years in the Service preceding the date of retirement. An officer has no claim to retention in the Service after reaching the age of 65 but in certain cases, particularly of Postmasters of small non-telegraph offices, continuance in the Service for a limited period after 65 may be sanctioned where it is in the interests of the Department and when the officer is in good health and continues to perform his official duties in a satisfactory manner.

Rule 24 of "Rules for Discipline and Guidance of Civil Servants" provides that a woman Civil Servant shall retire on marriage but gives authority to the Head of the Department to retain her services in certain circumstances. In general, retirement on marriage is usually insisted upon but in certain cases, particularly of small non-telegraph offices, a Postmistress is allowed to continue in the Service provided her new status is not likely to conflict with the performance of her official duties.

All relief officials, Telephone Attendants and Mail Couriers, should bear in mind that they are not eligible for a Civil Service pension and that when their duties or contracts with this Department cease they have no claim upon the Department in this connection whatsoever.

MAILS

Mail Services Suspended

Postmasters are advised that the mail service is now suspended to all parts of Poland including the territories formerly occupied by the U.S.S.R.

Insufficiently Prepaid Correspondence

Instances have come under observation throughout the country where letters, small packages, and parcels are being accepted at Post Offices in Newfoundland on which much less than the correct postage in stamps is paid. This means that in the aggregate a serious loss to the revenue of the country is being sustained.

It is the duty of all officials to make themselves thoroughly acquainted with the existing rates of postage and to see that all mail matter which passes through their hands either has the proper amount of postage affixed in stamps or if it does not that it is marked for tax. In the case of mail for delivery on which less than the correct postage has been prepaid, postage-due stamps to an amount representing double the amount of the deficiency should be affixed by the Postmaster and that amount collected from the addressee **before** the item is handed over.

The existing rates of Postage will be found in the new Tariff Book which has been sent to all Post Offices recently.

It is the duty of every postal official to see that loss to the revenue does not occur through underpayment of any matter passing through the Postal Service.

Official Envelopes

Outport Postmasters are reminded that official envelopes provided by the Stores Department are not intended for the private use of individuals. They should be kept in a safe place and used only in official correspondence with Head Office.

Acceptance of Registered Articles

When a Registered article is presented for mailing, every possible care is to be taken to see that:

(a) It is fully prepaid both as regards ordinary postage charges and registration fee.

(b) A receipt duly completed on the proper form is given to the sender.

(c) That the gum label showing the office name and registration number corresponding to the number of receipt is affixed to the front of the envelope. Offices not using gum labels should have the number clearly written in ink.

(d) The senders of foreign registered articles should be asked to have the address clearly written on the envelope or package.

(e) The postage stamps are properly cancelled.

(f) The article is properly date stamped on the address side and also back stamped partly upon the closing flap and partly on the envelope.

(g) Care should be taken to see that all articles are properly sealed before acceptance.

TELEGRAPHS

Maintenance—Expenditure for Labor

Due to the necessity for economy under the conditions existing in war time all officials are reminded that it is their duty as patriotic citizens, as well as Civil Servants, to see that no expenditure for labor is incurred unless and until absolutely necessary. This can be accomplished in at least two ways:

1. Do not ask for authority to send men over lines unless it is absolutely necessary in order to transact business.

2. Keep a close check on the time the men claim to have worked and make sure that they report to you immediately on their return from the trip. Only work necessary in order to keep lines functioning properly should be done by casual men and if anything more is required special authority should be obtained from Headquarters before the work is undertaken.

Postmasters should, of course, understand that the above instructions apply at all times but particular attention should be given to them in time of War or national crisis.

Conservation of Tubes, Batteries and Line Material

Due to the fact that prices of line material, batteries, tubes and all other telephone, telegraph and wireless material have risen sharply since the beginning of the war, and that further increases are likely, officials are urged to exercise even greater care in the use of all such materials which are becoming increasingly difficult to secure.

Economies in this direction may be effected by careful testing of batteries and tubes before condemning them as unfit for use and by using old brackets and other line material over again until absolutely unfit for further use.

Teleprinter Operation

St. John's-Placentia circuit changed from Morse to Teleprinter operation October 15th.

Labrador Stations

A wireless station operated by the Hudson's Bay Company, for the handling of the company's traffic only, was opened at Northwest River on August 1st last.

Seasonal stations at Grady and Domino, closed on October 15th and 16th respectively.

ACCOUNTING

Error Notices

There would appear to be evidence of carelessness on the part of some Postmasters in bringing Error Notices to account. This is partly because the error notice is not carefully read, and as a consequence instructions are not properly followed.

Money Orders Issued in the United States for Payment in Newfoundland

Postmasters are informed that a notification has been issued by the United States Postal Administration to the effect that on and after the 1st October, 1941, Money Orders issued in the United States for payment in Newfoundland will be sold at a discount of 9%. See Page 883 of the Post Office Circular of the 9th January, 1941, for further instructions.

Stolen Canadian Postal Money Order Forms

The following Canadian Postal Money Order Forms have been reported stolen:

Cabano, P.Q. ... ... 066-19801 to 066-20200 inclusive

Stolen U.S.A. Postal Money Order Forms

The following U. S. A. Postal Money Order Forms have been reported stolen:

Canute, Okla	91001 to 91200 inclusive
Cleveland, Ohio, Sta. 54	124054 to 124200 inclusive
Echola, Ala	9401 to 9600 inclusive
Harris, Mo.	91601 to 93000 inclusive
Willoughby, Ohio	1601 to 2000 inclusive

The above Orders if presented at a Newfoundland Office must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January 1937, and page 58 of the Post Office Circular of the 11th February, 1937.

BIRTH CERTIFICATES

The following Birth Certificates are on hand and have not been entered in the records owing to insufficient information.

Will the owners of these Birth Certificates please communicate with the Staff Clerk:

James Leo Hollohan
Mary Josephine Maher
Edith Mary Bartlett
Johanna Buck
Elizabeth C. C. Haines

POST OFFICE CIRCULAR.

THURSDAY, 30th OCTOBER, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

Change of Time

Postmasters are reminded that effective from Midnight Sunday, 2nd November, all clocks in Newfoundland will be put back one hour. This change is to continue until further notice.

CENSORSHIP

Parcels

In order to avoid delay in transmission of parcels through the post the following regulations in connection with the posting of parcels have been introduced:

1. Parcels addressed to Newfoundland, Canada, Great Britain or any part of the British Empire, except the Irish Free State, may be posted in the regular manner.

2. Parcels addressed to the Irish Free State, (Eire), the U. S. A. and all foreign countries should be brought to the Post Office by the sender unsealed. These parcels should then be examined by the P. M. in order to make sure that no written communciations are enclosed. If no written communication is enclosed the parcel should be passed back to the sender to be sealed in the presence of the Postmaster and posted in the normal manner. If a letter or other written communication is enclosed in the parcel the sender should be advised that it is contrary to regulations to enclose a letter in a parcel. The letter should be given to him to be mailed separately if he desires to do so and the parcel may then be sealed and posted in the normal manner. The sender should write on the wrapper "I certify that no written communication is contained in this Parcel ....." and sign it and the P. M. should add a note: "Examined" and sign it: " ..... P. M."

Addressing of Mail

The attention of Postmasters is again drawn to the notice which was sent to all offices in the Public Despatch of the 7th October and which appeared on page 622 of the Post Office Circular of the 12th October, 1939. A large number of letters posted since the issue of that notice have been received without the return address of the sender. It is appreciated that in the case of ordinary letters it is not always possible for Postmasters to insist that the return address be shown as a large percentage of such letters is dropped in a letter box without being seen by the P. M. This does not, however, apply in the case of registered letters which must be passed to the Postmaster or to some official in the office. Before accepting a letter to be registered the Postmaster should insist that the return address of the sender be shown on the cover.

MAILS

Courier Services

Notices calling for tenders for certain Courier Services effective from the 1st December 1941 and 1st January, 1942, have been mailed to the offices in sections where it has been necessary to call for tenders for some services and should be posted in a conspicuous position on the public side of the office. Immediately after the closing date for tenders Postmasters should remove the notices from their office and forward them, with any unused tender forms, to the Secretary by the first mail.

Protection of Mail Against Damage by Water and Weather Conditions

The Courier's contract states that he shall provide proper and sufficient protection of mail bags and mail packages against damage by water or weather conditions. It is the duty of the Postmaster to see that the Contractor has provided the necessary coverings for this purpose, and if not to report the matter to the Secretary.

If mails are received at any office in a wet or damaged condition a report should be made immediately to the Secretary stating the cause.

Empty Mail Bags

From an examination made of the empty mail bag reports for September there is reason to believe that Postmasters in the Outports are not carrying out the instructions which have appeared from time to time in the Post Office Circular, regarding the return of empty mail bags to the General Post Office, St. John's, but are retaining more than sufficient for their needs.

The following is a list of Offices at which the reports showed that a large number of empty bags were kept on hand the last of September:

Badger's Quay, Bay Roberts, Beaumont, Belleoram, Bishop's Falls, Buchans, Burgeo, Clarkes Beach, Change Islands, Coachmans Cove, Curling, Flowers Cove, Fortune, Gander Bay, Gaultois, Grand Bank, Greenspond, Hr. Breton, Hr. Grace, Hare Bay, Heart's Content, Humbermouth, Indian Islands, Joe Batt's Aarm, Lethbridge, Newtown, Pass Island, Petite Forte, Port Rexton, Pushthrough, Rose Blanche, St. Andrew's, St. Anthony, St. George's, St. Jacques, Sandy Point, Sound Island, Stone's Cove, Twillingate, Wesleyville, Winterton.

In view of the approach of Christmas and an anticipated increase in the mails at Head Office, it is particularly important that Postmasters see that all empty bags are made up and included in each mail despatch made from their office. Any proven case of neglect in this regard will render the official responsible liable to disciplinary action.

Fuel

Postmasters at some Money Order Offices have not yet sent in requisitions for Fuel for their Offices. Will the Postmasters concerned please do this immediately.

Bills

Postmasters are again informed that it is **not necessary** for bills for relief, fuel, light, transportation and Courier Services to be furnished to the Department in duplicate.

Advice of Reception Cards

Postmasters are again reminded that Advice of Reception Cards returned to offices outside of Newfoundland must NOT be returned by Registered post.

Instructions to this effect appeared in Post Office Circular, Page 941, of the 24th April, 1941.

TELEGRAPHS

Labrador Stations

Seasonal Stations closed as follows:

Comfort Bight and Hawkes Harbour, October 17th.

Fishing Ships Harbor, October 22nd.

ACCOUNTS

Remittances to Head Office

It is observed that many Postmasters are forwarding cash to the Cashier, General Post Office, St. John's, without using the proper Remittance Form provided.

Postmasters when making remittances are hereby warned that unless the proper Remittance Form is used showing all the necessary particulars, such as the name of the Office, date, amount of cash remitted and signature of the Postmaster (not initials) the cash will be held in suspense until a claim is received from the Postmaster concerned.

Postmasters who have not the Remittance Forms in stock should send a requisition to the Controller of Stores.

Remittances to Cashier

There are some Postmasters who remit cash to the Cashier accompanied by the Declaration Form 1084 only. When cash is remitted to Head Office the General Remittance Form No. 1046 or Duty Remittance Form No. 1045 should be enclosed with the cash as well as the Declaration Form No. 1084.

Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in Money Order Service during July, 1941:

Office	No. of Errors	No. of Money Orders Paid and Issued During July
Argentia	4	1383
Botwood	10	1059
Corner Brook	6	1839
Cox's Cove	5	28
Fortune Harbour	4	115
Gambo	6	312
Gander	9	2199
Little Bay, N.D.B.	4	116
St. John's East	4	880
Stephenville	5	455
Triton West	4	86

Total number of Orders Issued during July, 1941	26,811
Total number of Orders Paid during July, 1941	12,764
	39,575
Total number of Errors	264
Percentage of Errors	.67
i.e., approximately 6½ errors for each 1,000 Orders issued and paid.	
Total number of Figure Errors	225
Percentagage of Figure Errors	.57
i.e., approximateyl 5½ errors for each 1,000 Orders issued and paid.	

Stolen Canadian Postal Money Order Forms

The following Canadian Money Order Forms have been reported stolen:

Bainsville, Ont. ... 06453 to 06600

The above Money Orders, if presented at a Newfoundland Office, must not be paid.

POST OFFICE CIRCULAR.

THURSDAY, 6th NOVEMBER, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

OBITUARY

The Department regrets to announce the death of Mr. Albert Loveys, Acting Grade II Clerk, Accounts Branch, St. John's. He was killed in a motor accident on the 31st October.

Mr. Loveys entered the Service on the 11th September, 1913, and was a competent official and greatly esteemed by his colleagues.

New 5 Cent Postage Stamp—Sir Wilfred Grenfell Commemorative Issue

A new 5 cent Postage Stamp will be issued for sale to the public at all Newfoundland Offices commencing on the 1st December. This new Postage Stamp is being issued in commemoration of the work of the late Sir Wilfred Grenfell in Newfoundland and on the Labrador. It is blue in colour and of a distinctive design with a reproduction of Sir Wilfred Grenfell on the bridge of his ship.

The sale of the present 5 cent stamp of the Caribou design should cease completely on and after the 1st December, 1941.

The new stamp will be on sale for six months only and will be completely withdrawn from sale on the 31st May, 1942. Postmasters should therefore regulate their requisitions for this denomination of stamps accordingly. The new stamp will be used in precisely the same way as the present Caribou 5 cents stamp.

Stocks of the new stamps will be despatched to all Offices so as to reach Postmasters as close to the 1st December as possible, but it must be particularly noted that no sales of the new stamp are to be made to the public before the Post Office opens on the morning of Monday, 1st December, 1941. This instruction must be rigidly observed at all offices.

Unexhausted stocks of the 5 cent Caribou stamp on hand at the close of business on the 30th November should be carefully and securely stored pending the re-opening of sales on the 1st June, 1942.

APPOINTMENTS

Bonne Bay.....Mr. Mark R. Roberts to be Messenger as from the 18th October, 1941.

Argentia ..... Mr. Lloyd Hobbs, temporary Operator, St. John's, to be temporary Assistant, Argentia, as from the 19th October, 1941.

Campbellton ..... Mr. Lloyd Elliott, temporary Operator, St. John's, to be temporary Assistant, Campbellton, as from the 28th September, 1941.

St. John's Telegraph Delivery Mr. C. Nixon to be temporary Messenger as from the 1st October, 1941.

St. John's Telegraph Delivery ..... Mr. K. Martin to be temporary Messenger as from the 1st October, 1941

St. John's Telegraph Delivery . Mr. C. Langdon to be temporary Messenger as from the 1st October, 1941.

St. John's Telegraph Delivery .... Mr. A. Keough to be Learner as from the 1st October, 1941.

TRANSFERS

St. John's Telegraphs ..... Mr. E. Webber, Messenger, to be Learner, as from the 1st October, 1941.

St. John's, G. P. O. ..... Mr. T. Whalen, Messenger, to be Carrier in the St. John's G. P. O. as from the 1st October, 1941.

St. John's, G. P. O. ..... Mr. L. Walker, Messenger, to be Carrier in the St. John's G. P. O. as from the 1st October, 1941.

St. John's, G. P. O. ..... Mr. T. Bemister, Learner, to be Carrier as from the 1st October, 1941

RESIGNATIONS

Sandringham ..... Mr. Baxter King, Telephone Attendant, effective 30th June, 1941.

Conversion of Post Office to Telephone

The Post Office at Cape Race was converted to Telephone on the 1st May, 1941. The nearest Money Order Office is Trepassey. Mail is delivered by Courier from Portugal Cove South.

MAILS

Parcel Service to Turkey

Postmasters are advised that the Parcel Post Service has been resumed to Turkey.

Parcels Containing Perishable Articles Not to be Accepted

The attention of Postmasters and Assistants is drawn to the fact that parcels containing

perishable fruit, glass bottles of jam, matches and cigarette-lighter fluid must not be mailed to Overseas Forces.

Postmasters are requested to lose no opportunity of bringing to the notice of persons mailing parcels to Overseas troops that the inclusion of **perishable** or inflammable items renders such a package unacceptable for transmission by the Post Office. If it is found, when a parcel is presented for mailing, that it contains items of such a nature, the mailer should be informed why his parcel is not acceptable.

Greeting Cards Not to be Enclosed in Tobacco Parcels

Personal Christmas, New Year's, or other Greeting Cards should not be forwarded to the Imperial Tobacco Co., Ltd., by persons ordering parcels of cigarettes to be sent to members of the Armed Forces Overseas, with the request that the greeting card be enclosed in the parcel.

A card bearing the name and address of the sender is now placed by the Imperial Tobacco Co., Ltd., in each parcel made up on order so that the recipient may send an acknowledgment to the sender, but it is not permissible under the conditions governing these special parcels to include Christmas or similar greeting cards therein.

Christmas, New Year's or other greeting cards should be mailed separately.

Postmasters will please give the above every publicity.

ACCOUNTING

Transfer of Money by Telegraph to Canada and the U. S. A.

For the information of Postmasters, the rate charged by Telegraph Companies for the transfer of money by telegraph to Canada and the U.S.A. is a commission of 1 per cent of the amount to be remitted, plus the cost of a fifteen word full rate telegram to the place to which the money is being sent. The minimum commission to be collected is .25c. In certain circumstances these costs are somewhat higher.

When the application is made for the transfer of money, the Postmaster should collect, from the sender, the amount to be transmitted plus the Telegraph Company's commission, plus the cost of the fifteen word telegram. This amount is to be telegraphed to the Head Postmaster, St. John's, and the Newfoundland commission and telegraph charges must also be collected. In addition, the Postmaster should collect fifty cents in order to safeguard himself should there, for any reason, be an additional cost on the handling of the money. In the case of transfers payable in the U. S. A. exchange must also be collected. After the money has been collected, Postmasters should prepare a telegram to the Head Postmaster, St. John's, as follows:—

> "Pay (name of Payee) at (name of place) the sum of $, Money Order number ..... issued in the sum of $ to cover. Please advise if amount correct."
>
> P.M.

The Head Postmaster will advise if the amount is correct and the Money Order should then be completed in ink and forwarded to Head Office with other telegraph Money Orders. Any excess collected from the remitter must be returned to him.

Stolen U. S. Postal Money Order Forms

The following United States Postal Money Order Forms have been reported stolen:

Clintwood, Va.	109143	109147
Huger, S.C.	7191	7400
Robbins, Ill.	15188	15200
Willoughby, Chagrin Harbor Rural Station, Ohio.	1601-	2000

POST OFFICE CIRCULAR.

THURSDAY, 13th NOVEMBER, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

RESIGNATIONS

Gander .....W. F. Hogan, Assistant, effective 28th November, 1941.

Buchans .....Miss Catherine Wiseman, Assistant, effective 10th November, 1941.

Tizzards Harbour .....Miss Ivy J. Small, Postmistress and Telephone Attendant, effective 30th November, 1941, on Marriage. Advertised locally.

VACANCIES

Seal Cove, W.B. .....Postmaster and Wireless Operator. Salary $480.00 per annum Applications addressed to the Secretary, Department of Posts and Telegraphs, will be received up to the 30th November, 1941. Postal Assistants and Telegraph Operators should make their application through immediate superior officers. Applicants should state their names in full, date of birth, educational qualifications and Post Office experience, if any, whether married or single and the names of two persons outside the Service to whom application may be made with reference to character. The successful applicant will be required to furnish a certificate of medical fitness.

NEWFOUNDLAND LABRADOR

By agreement with the Canadian Postal Administration the following arrangements have been made for service to Newfoundland Labrador:—

1. The Canadian winter courier service will terminate at Blanc Sablon and the Newfoundland winter service will start from there.
2. All mail for Newfoundland Labrador will be enclosed in sealed bags labelled "Forteau."
3. Forteau will be considered the Office of Exchange for all Canadian parcel mail to and from Newfoundland Labrador as from the 1st December to the 30th April.
4. From the 1st May to the 30th November the Office of Exchange for all Canadian parcel mail to and from Newfoundland Labrador will be St. John's, Newfoundland.

Hours of Business at Headquarters

Outport Postmasters should note that the hours of business for the Administration Branch and Accounts Branch at Headquarters are generally from 9 a.m. to 5 p.m. daily except Wednesdays when these Offices close at 1 p.m. When there is a whole holiday in the week the offices are

open till 5 p.m. Wednesdays unless that day is the holiday. On Sundays and whole holidays and after 5 p.m. no official is normally on duty in these offices.

Postmasters should bear this in mind and transact all their business with Headquarters before these times.

In cases of emergency the Telegraph Branch will attempt to get in touch with the addressee of the message.

Correspondence with Headquarters, etc.

The attention of the Staff is directed to the need for replying to official papers immediately. In many cases in which it is necessary to communicate from Headquarters with Outport Offices the matter refers to a complaint from a member of the public in connection with the postal, telegraph or money order services and it is an additional annoyance to the complainant if the case if delayed through failure on the part of the Staff to return a prompt reply.

It is the duty of the Staff to give as much care and attention to official correspondence as possible and officers at Headquarters, when corresponding with Outport Postmasters on official matters, should direct the attention of the Postmaster to the specific points on which information is required.

Outport Postmasters, who find that their correspondence with any Branch or official at Headquarters, or with any other Postmaster, is not dealt with promptly should bring the matter directly to the attention of the Secretary.

MAILS

Mails Lost Through Enemy Action

Information has been received from the Postal Administration of Canada to the effect that mails despatched by the Express from St. John's on the 18th September were lost at sea through enemy action. This includes registered and ordinary letters, newspapers and Parcel Post.

Mis-Assorting

There is room for improvement in assorting at many offices. All members of the staff who do assorting work should give this matter their close attention. Owing to the infrequency of the mail service to many parts of the country it should be obvious that a considerable degree of inconvenience is sustained by the public whenever mail or correspondence is sent to the wrong office and this applies especially to the mis-assorting of a bundle of letters. While there may be an excuse on occasions for the mis-assorting of a letter or newspaper there can be no excuse for putting a bundle of mail in any other bag but that of the proper office of delivery or distribution.

Couriers

The following paragraphs contained in the Courier Contract are issued for the guidance of Postmasters:—

3. The Contractor shall carry all mail bags and mail packages of every description delivered to him at the Post Office of the respective places of call hereinafter mentioned and he shall deliver such mail bags and mail packages at the Post Office of the respective places to which the same shall be addressed. Provided however that the Commissioner or any person by him duly authorized may give in writing to the Contractor any further or other instructions with respect to the receipt or delivery of such mail bags and mail packages.

4. The Contractor shall be personally liable for the safe custody of all mail bags and mail packages of every description handed to him for the purpose of conveyance and he shall protect the said mail bags and mail packages from handling by unauthorized persons and he shall provide proper and sufficient coverings for the protection of the said mail bags and mail packages against damage by water or weather conditions

6. The time of deparature and time of arrival at and from such places of call shall be in accordance with the time of arrival and departure of trains, steamers and connecting couriers.

7. In the event of the Contractor being unable to carry by his ordinary means of conveyance all the mail offered for any trip, the Contractor shall provide, at his own expense, additional means of conveyance for such surplus mail. Such surplus mail should be carried at the same time as the regular mail for the trip in question.

ACCOUNTS

Stamp Requisitions

Postmasters should ensure that their stamp stocks are sufficient to enable them to meet the heavy demands of the Christmas traffic during the next few weeks. A rough guide to probable requirements can be made by taking the figures of sales for last December and adding 10%. Many Postmasters are not sufficiently careful in this respect and leave their requisitions until the last minute expecting that the order will be filled and forwarded by the next mail, invariably. It sometimes happens that this is impracticable and consequently considerable inconvenience is thereby occasioned in the Outport Offices. Postmasters should see that their requisitions are sent in good time so as to ensure that the mail connections will permit the new supply reaching them well in advance of the old supplies being all sold out.

Postage Stamps

Postmasters are reminded that they are required to keep within the stamp credit set down for their Offices. If any Postmaster considers this stamp credit is insufficient he should make application to the Chief Accountant, General Post Office, St. John's, for an increase, giving the reasons for his application.

Requisitioning New Money Order Forms

Postmasters when requisitioning new supplies of blank Money Orders Forms should send in their requisitions to the Controller of Stores, General Post Office, St. John's, in sufficient good time so that the new forms should reach the requisitioning Office at least one month before the old supply of forms is likely to be used up.

Whenever a new supply is received each form should be examined individually to make sure that the name of the Office and the number is correctly shown on the order, advice and coupon portions of each Money Order and that the numbers of the Money Orders are in consecutive sequence. The total number of Money Order Forms received should be exactly as advised by the Stores Branch.

If there are any errors in the forms or discrepancy between the number advised and the number actually received a communication should at once be sent to the Stores Branch. The communication should be by letter if it is likely to reach St. John's within three days; otherwise a telegram should be sent.

Money Order Forms should always be kept in safe custody and should invariably be locked in the Office safe when no officer is on duty.

TELEGRAPHS

Telegrams for St. John's Insufficiently Addressed

It is necessary that telegrams for others than well known business firms and/or persons connected with such firms addressed in care of the firm, should have a full and complete street address, that is, house number, name of street, and in the case of telegrams for others than the householders, the name of the householder, thus:

John Smith,
C/o White,
102 Young Street,
St. John's.

If it is not possible to obtain a complete address as outlined above, telegrams must be accepted at the senders risk and the senders so informed at the time of filing.

In the case of telegrams which are replies and addresses are unknown, the reference of the telegram to which it is a reply must be given, in the preamble, thus: "Ans. Yr 36/14.

Correction in September Traffic Statement Appearing on Page 1044 of the Post Office Circular

Correct items 1, 4 and 7 to read as follows:

1940	1941	Increase
50,239	67,229	16,990
51,250	68,302	17,052
62,723	79,599	16,876

POST OFFICE CIRCULAR.

THURSDAY, 20th NOVEMBER, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFFS SHOULD READ EACH ISSUE CAREFULLY.

Closing of Seasonal Wireless Office at St. Juliens

The Seasonal Wireless Office, which was opened on the 2nd June, 1941, (see P. O. Circular 12th June, page 969) closed on the 12th November, 1941. Mails for St. Juliens during the Winter season will be handled by Mrs. C. Davis, at St. Juliens.

MAILS

Christmas Mails for Abroad

The latest times of posting in St. John's of mails addressed to the undermentioned countries in time for delivery by Christmas are as follows:

1. UNITED STATES OF AMERICA:
   - (a) Central and Western States.
     - Parcels—Thursday, 20th November.
     - Letters, Cards and Printed Papers—Tuesday, 9th December.
   - (b) Eastern States.
     - Parcels—Saturday, 6th December.
     - Letters, Cards and Printed Papers—Saturday, 13th December.
2. CANADA:
   - (a) Western Provinces.
     - Parcels—Saturday, 6th December.
     - Letters, Cards and Printed Papers—Tuesday, 9th December.
   - (b) Central Provinces.
     - Parcels—Saturday, 6th December.
     - Letters, Cards and Printed Papers—Saturday, 13th December.
   - (c) Maritime Provinces.
     - Parcels—Thursday, 11th December.
     - Letters ,Cards and Printed Papers—Tuesday, 16th December.

In the event of serious interference with train and steamer services as a result of unfavourable weather conditions, mail posted "in time" on the basis of the above schedule may not actually be delivered until after the 25th December.

A notice respecting dates for "in time" delivery in Newfoundland before 24th December, will be published later.

Postmasters should note that mail for points listed above should be in St. John's on or before the dates named, and the latest posting dates should be exhibited on the public side of their offices.

Cessation of Summer and Commencement of Winter Courier Services

Postmasters at the Offices affected should note the cessation of Summer Courier Service and commencement of Winter Courier Service as indicated below:

ROUTE 1

Summer Service to Cease

(a) Holyrood to Colinet; (b) Salmonier to St. Mary's.

The last trip over these routes will be made on Thursday, the 27th November.

Winter Service to Commence

(a) Holyrood to Salmonier; (b) Salmonier to St. Mary's; (c) Salmonier to Colinet

The first trip will be made over these routes on Monday, the 1st December, and every Monday and Thursday thereafter until further notice

Mails will be despatched by the train leaving St. John's 8.30 a.m. Monday and 9 a.m. Thursday.

ROUTE 2

Summer Service to Cease

(a) Heart's Content to Whitbourne.

The last trip will be made on Friday, the 28th November.

(b) Heart's Content to Brownsdale.

The last trip will be made on Saturday, the 29th November.

(c) Carbonear to Brownsdale.

The last trip will be made on Wednesday, the 26th November.

Winter Service to Commence

(a) Whitbourne to Green's Harbour; (b) Heart's Content to Green's Harbour.

The first trip will be made on Monday, the 1st December, and every Monday and Friday thereafter until further notice.

(c) **Heart's Content to Carbonear.**

The first trip will be made on Monday, the 1st December, and each Monday and Wednesday thereafter until further notice.

(d) Heart's Content to Brownsdale.

The first trip will be made on Tuesday, the 2nd December, and each Tuesday and Thursday thereafter until further notice. Mails for routes (a) and (b) will be despatched by the express trains leaving St. John's, Sundays and Thursdays, and for routes (c) and (d) by the trains leaving St. John's for Carbonear 9 a.m. Tuesday and Saturday.

ROUTE 3

Summer Service to Cease

(a) Carbonear to Grates Cove.

The last trip will be made on Thursday, the 27th November.

Winter Service to Commence

(a) Carbonear to Ochre Pit Cove; (b) Old Perlican to Ochre Pit Cove; (c) Grates Cove to Old Perlican; (d) Bay be Verde to Old Perlican.

The first trip will be made from Carbonear and Old Perlican on Monday, the 1st December, and each Monday and Friday thereafter until further notice.

ROUTE 4

Summer Service to Cease

(a) Clarenville to Hickman's Harbour; (b) Milton to Thoroughfare;

(c) Thoroughfare to Deer Harbour.

The last trip will be made on Monday, the 24th November.

Winter Service to Commence

(a) Clarenville to Britannia; (b) Britannia to Deer Harbour; (c) Milton to Burgoynes Cove.

The first trip will be made on Monday, the 1st December, and each Monday thereafter until further notice.

Effective on Monday, the 24th November, mails for Britannia, Petley, Lower Lance Cove, Thoroughfare, and Deer Harbour will be despatched via Clarenville and NOT via Milton.

ROUTE 5

Summer Service to Cease

Keels to Port Rexton.

The last trip will be made on Friday, the 28th November.

Winter Service to Commence

(a) Kings Cove to Plate Cove; (b) Keels to Kings Cove.

The first trip will be made on Monday, the 1st December, and each Monday and Friday thereafter until further notice.

Effective on Monday, the 1st December, the Courier from Princeton to Openhall will also make two trips per week on the same days as above.

TELEGRAPHS

Gerald S. Doyle Ltd. Radio News Service

The irregular practice of including birthda and other greetings in "NEWS" messages for the above service must be discontinued forthwith.

Attention is again called to the instructions appearing on page 685 of the Post Office Circular, regarding the necessity for brevity without, of cou se, impairing the news value of the item or items, in the transmission of "News" messages.

Mr. Doyle has again expressed his appreciation of the co-operation given by Postmasters in connection with this Service.

Circuit Number Sheets

Attention is called to the necessity for exchanging and confirming number reports at closing time each day. Should this not be possible owing to line interruption, it must be done the first thing on the following morning or on the first contact.

Number sheets should also be inspected periodically during the day for possible discrepancies or irregularities.

The number of each message should be marked off when it is sent and/or received. It has been noted that some operators make a practice o numbering and marking off several messages before a transmission, and vice versa, receiving several messages before marking off on number sheet. This practice is highly irregular and has been the cause of failures in transmission, the avoidance of which is the primary purpose of the Number Sheet.

Telegrams on Holidays for St. John's

The following instructions regarding the delivery of telegrams at St. John's on holidays, which appears on page 766 of the Post Office Circular, are re-published.

Telegraph offices throughout the country are closed at noon on public holidays, in common with the Head Office at St. John's. Business houses at St. John's are closed all day, and telegrams cannot as a rule be delivered.

Persons filing business telegrams for delivery at St. John's should be advised of this and messages accepted subject to delay.

Priority telegrams should be accepted with reserve on these days and only when there is a reasonable chance of their being delivered in time to serve their purpose.

The telegraph service does not close on half holidays, but business places do. Consequently, telegrams cannot always be delivered after 12.30 p.m.

Telegrams for delivery in St. John's on half holidays (Wednesday afternoon) should be filed early and expedited as much as possible, without interfering with messages filed earlier in the day.

While telegrams as a rule are sent in sequence of filing, some discretion should be exercised in this where the text of a certain message may show the necessity of advancing its order of transmission.

ACCOUNTS

Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in Money Order Service during August, 1941:

Office	No. of Errors	No. of Money Orders Paid and Issued during August
Argentia	6	1279
Badger	4	198
Bay Roberts	4	353
Bell Island Mines	5	608
Bonavista	5	419
Botwood	7	986
Brigus	4	116
Buchans	5	752
Burgeo	4	174
Carbonear	4	383
Catalina	5	168
Clarenville	4	192
Corner Brook	11	1866
Curling	5	337
English Harbour West	4	64
Fortune Harbour	7	79
Gambo	8	256
Gander	10	2108
Grates Cove	11	34
Laurenceton	4	88
Lewisporte	6	97
Little Bay	5	96
St. Brendans	4	86
St. Georges	9	245
St. John's East	8	866
St. John's General	7	4960

Total number of Orders issued during August	23,728
Total number of Orders paid during August	11,642
	35,370
Total number of Errors	390
Percentage of Errors	1.1
i.e. approximately 11 errors for each 1,000 Orders issued and paid.	
Total number of Figure Errors	287
Percentage of Figure Errors	.81
i.e. approximately 8 errors for each 1,000 Orders issued and paid.	

POST OFFICE CIRCULAR.

THURSDAY, 27th NOVEMBER, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS

Lamaline ..... Mr. John Hann to be Messenger Assistant as from the 1st November, 1941.

Red Island, P.B. ..... Miss Margaret Ryan to be Postmistress and Operator as from the 1st November, 1941.

Twillingate ..... Miss Molly Peyton to be temporary Assistant as from the 21st October, 1941.

Spanish Room ..... Miss Susannah Dober to be Postmistress and Telephone Attendant as from the 4th November, 1941.

Goulds, St. John's West ..... Mrs. Edward Bowe to be Postmistress as from the 4th November, 1941.

Buchans ..... Miss Mary Davis to be temporary Assistant as from the 11th November, 1941.

Grand Bank ..... Mr. W. Evans to be Messenger as from the 1st November, 1941.

St. Paul's ..... Mrs. Robert Bennett to be Telephone Attendant as from the 4th November, 1941.

Stephenville Crossing ..... Miss Margaret Power to be temporary Assistant as from the 1st November, 1941.

Little Catalina ..... Mrs. W. Johnston to be Postmistress and Telephone Attendant as from the 1st November, 1941.

Petit Forte ..... Miss Lexie Darby to be temporary Postmistress and Operator as from the 27th September, 1941.

Wesleyville ..... Mr. Maxwell Best to be Messenger as from the 1st November, 1941.

RESIGNATIONS

Gander ..... Mr. John McCarthy, Assistant, effective 5th November, 1941.

Gander ..... Mr. L. Hoskins, Assistant, effective the 14th November, 1941.

Corner Brook ..... Mr. L. Morey, Messenger, effective 30th October, 1941.

OFFICE CLOSED

The Telephone Office at Islington was closed on the 10th November, 1941.

CHANGE IN LOCATION OF OFFICE

The Post Office at Abraham's Cove was transferred to Campbell's Creek on the 4th November, 1941.

Mrs. Joseph McDonald has been appointed Postmistress and Telephone Attendant.

MAILS

Christmas Mail for Newfoundland Except St. John's

The latest time of posting in St. John's of mails addressed to various parts of Newfoundland in time for delivery for Christmas is as follows:—

(a) For places on the Main Line of Railway including Bonavista Branch—Noon Thursday, the 18th December, 1941.

(b) For places on the Avalon Peninsula—Noon Wednesday, the 17th December, except Bell Island, which will be Noon, Saturday, the 20th December, 1941.

(c) For places on the Straits of Belle Isle route—By the first connection of S.S. Northern Ranger" at Humbermouth after the 1st December.

(d) For places on the S. W. Coast—By the first trip of "S.S. Burgeo" or ship replacing that steamer leaving St. John's in December.

(e) For places in Placentia Bay via S.S. Home—Placentia Bay run, 9 p.m. Saturday, the 6th December. Placentia West Run, 9 p.m. Saturday, the 13th December.

(f) For places in Notre Dame Bay North and Twillingate via S.S. Clyde—By first trip of S.S. Clyde leaving Lewisporte after the 10th December.

(g) For places Notre Dame Bay South and Fogo District Service—By first trip leaving Lewisporte in December.

The above particulars refer to mail matter of all kinds (Letters, Cards, Printed Paper and Parcels).

In the event of serious interference with train and steamer services as a result of unfavourable weather conditions mail posted "In Time" on the basis of the above schedule may not actually be delivered until after the 25th December.

A notice respecting posting dates for delivery in St. John's will be published later.

MAIL BAGS

In view of the coming Christmas Season, it is urgently requested that all empty mail bags not absolutely necessary for immediate use be returned to the General Post Office, St. John's, without delay.

All concerned are requested to see that these instructions are strictly carried out.

GIFT SHIPMENTS OF FOOD TO THE UNITED KINGDOM

In anticipation of an increased number of parcel post packages being mailed up to the end of the Christmas season addressed for delivery in the United Kingdom, it is deemed advisable again to refer to the instructions issued on page 970 of the Post Office Circular of the 12th June, 1941, under the above caption.

Special attention is directed to the fact that no parcels containing bona fide unsolicited gifts of any kind (foodstuffs, clothing, etc.) are to exceed the weight limit of five (5) pounds gross or contain more than two (2) pounds of any one foodstuff. While no permit or licence is required in such cases, all parcels must be clearly marked to show they contain unsolicited gifts.

A gift is not regarded as "unsolicited" when it is received as a result of some prior communication sent by the recipient to the donor. Moreover, the receipt of gifts at frequent intervals is not permitted. Consequently, parcels presented for mailing to the United Kingdom not endorsed as above and sent as "solicited gift parcels" are prohibited and must be refused acceptance at mailing offices.

Attention is also drawn to the fact that these regulations do not apply to parcels for Newfoundlanders serving in the Army or Navy in the United Kingdom.

CARE IN ASSORTING

It is requested that special care be given to the assorting of mails during the Christmas Season as a considerable amount of inconvenience and delay is caused to the public when parcels and other articles of mail are mis-assorted.

Attention is drawn to the notice appearing on page 994 of the Post Office Circular with reference to care in assorting.

TELEGRAPHS

Conversation Between Wireless Offices Forbidden

Several infractions of the regulation which appears on Page 610 of the Post Office Circular and which is republished below, have recently been reported and are being investigated.

The following notice was sent to all wireless offices on the 16th September, 1939:—

> "It has been brought to the attention of this Department that Operators at wireless offices are in certain cases indulging in unnecessary conversation The use of wireless must be confined to absolute needs of the Service only. Any operator breaking this rule will be heavily punished and is liable to be summarily dismissed from the Service."

NEWFOUNDLAND RANGER FORCE—Change of Headquarters

From the 21st November, the office of the Chief Ranger will be located in the Department of Natural Resources building, St. John's, instead of at Whitbourne.

Postmasters will please take note.

OCTOBER TRAFFIC

	1940	1941	Increase	Decrease
Paid Telegrams (includes priority)	47,331	65,964	18,633	.....
Priority	3,714	7,231	3,517	.....
Phono-telegrams	1,327	1,673	346	.....
Total paid traffic	48,658	67,637	18,979	.....
Deadhead and Service Messages	7,761	8,850	1,089	.....
Telegram equivalent Public Despatch	5,217	3,730	.....	1,868
Total traffic	61,636	80,217	18,581	.....

FINES

Fines have been imposed in connection with failures, delays and errors, as follows:—

Failures (3) ..... Miss O'Brien, Operator, St. John's

DEADHEAD AND SERVICE MESSAGES

Renewed attention is called to the necessity of using these systems only where it is essential and where the use of mails cannot serve the purpose.

ACCOUNTING

Money Order Enquiries

The attention of Postmasters is drawn to the fact that when making application for authority to repay Money Orders or making any enquiries regarding same, the date of issue, with full particulars, of the Order, must be stated.

Stamp Requisitions

Postmasters are reminded that sufficient stocks of stamps should be on hand to meet the demands of the Christmas traffic. Requisitions should be made as soon as possible to ensure arrival well in advance of the old supplies being sold out,

Delay in Forwarding Accounts

The attention of Postmasters is again called to the necessity for forwarding accounts to Head Office promptly. These accounts must be forwarded, if possible, by next mail following the closing date of account. This may not be possible with the larger offices but there is no excuse whatever for accounts being delayed for three weeks or a month as has been the practice with some small offices, thereby delaying the work of completing accounts at Head Office.

Postmasters incurring undue delay in forwarding the accounts for their offices show slackness in the performance of their duty and render themselves liable to disciplinary action.

STOLEN CANADIAN POSTAL MONEY ORDER FORMS

The following Canadian Postal Money Order Forms have been reported stolen:—

Bainsville, Ont. ..... 2140-06453 to 2140-06600 inclusive

STOLEN UNITED STATES POSTAL MONEY ORDER FORMS

The following United States Postal Money Order Forms have been reported stolen:—

Robbins, Ill. ..... 15180 to 15200 inclusive
Harris, Mo. ..... 91601 to 93000 inclusive
Cleveland, Sta. 54, Ohio ..... 124054 to 124200 inclusive

The above Money Orders if presented at a Newfoundland Office must not be paid.

POST OFFICE CIRCULAR.

THURSDAY, 4th DECEMBER, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are in accordance with Treasury instructions made on an Acting basis. Formal intimation to that effect is no longer made to the individual officers who receive acting promotion.

APPOINTMENTS

Gander ..... Mr. Kevin Wilson to be Temporary Assistant as from the 6th November, 1941.

Gander ..... Mr. Austin Keough to be Temporary Assistant as from the 21st November, 1941.

RESIGNATIONS

Rose Blanche ..... Mr. Ralph Stricklind, Messenger, effective the 20th November, 1941.

Summerville ..... Miss Muriel Fry, Postmistress and Telephone Attendant, effective 30th November, 1941.

RETIREMENTS

St. John's General Post Office .... Mr. Augustus Chafe, Assorter, effective the 6th November, 1941, on medical grounds. (Vacancy not advertised).

WAR BONUS FOR CIVIL SERVANTS

A War Bonus for Civil Servants on the following scale has been approved:—

"Men receiving salaries from $360. to $1500 p.a., if married, $6.00 per month.
"Men receiving salaries from $360. to $1500 p.a., if single, $4.00 per month.
"Women receiving salaries from $360. to $1200 p.a., $4.00 per month.

A War Bonus for Officals who are in receipt of salaries below the scale stated above has been approved as follows:—

"Officials receiving salaries from $ 36. to $120. p.a., $12.00 per annum.
"Officials receiving salaries from $126. to $234. p.a., $24.00 per annum.
"Officials receiving salaries from $240. to $300. p.a., $36.00 per annum.

The War Bonus is to have effect as from the 1st September, 1941. Payment has been made, in respect of Bonus due for September, October and November, on the November salary, to officials on the scale $360. to $1500. p.a. Payment to officials on the scale $36. to $300.00 p.a. will be made on the December salary for Bonus due for September, October, November and December.

LEAVE

The instructions appearing on page 1034 of the Post Office Circular are repeated as it is apparent that they are being disregarded in some cases:—

"The following rules concerning absence from duty must be observed by all officials:

1. No official must absent himself from duty without first receiving permission from Headquarters. An Assistant or Messenger must apply for leave of absence through the Postmaster in charge of his office.
2. Should severe illness render it impossible to comply with the above rule Headquarters should be advised by telegram of the official's absence.
3. Applications for leave should be addressed to the Secretary. The Staff Clerk must be advised when leave commences and when the official resumes duty.
4. In all cases of sick leave a certificate should be furnished. If no Doctor or Nurse is available the certificate should be signed by a Clergyman or two responsible citizens. The nature of the illness should be stated.

MAILS

Air Mails

Postmasters and all officials making up mail despatches should note that all letters marked for transit by AIR MAIL and upon which the air mail postage charges have been fully prepaid should be kept separate and tied up with the letter bill. Otherwise these letters are liable to suffer delay.

Cessation of Summer and Commencement of Winter Courier Services

Postmasters at the offices affected should note the cessation of Summer Courier Services and the commencement of Winter Courier Services as indicated below:—

ROUTE 6

Summer Service to Cease

(a) Whitbourne to Bellevue. The last trip was made on Friday, the 28th November, 1941.

Winter Service to Commence

(a) Norman's Cove to Railway; (b) Bellevue to Railway. The first trip will be made on Friday, 5th December, and each Friday thereafter until further notice. Mails will be forwarded by the Express leaving St. John's 6 p.m. Thursdays.

OFFICES NOT REPORTING MONTHLY TRAFFIC REPORTS

The following Offices have not reported Monthly Traffic Reports for July, August and September, 1941:—

Alexander Bay Station (Rly.)
Arnolds Cove Station (Rly.)
Badger
Bartlett's Harbour
Bauline
Benton
Burnt Point
Eddy's Cove
Femme
Fishots
Gambo
Goulds, St. John's West
Grand Beach
Jerseyside (Rly.)
Kelligrews
Kilbride
Lords Cove
McIvers
Millers Passage
Millertown Junction
Gander (Nfld. Airport)
Peckford's Island
Piccadilly
Pinchard's Island
Point May
Port Au Bras
Port Union
St. Barbe
Ship Cove (St. George's)
Shoal Cove West
Spanish Room
Spruce Brook (Rly.)
Tompkins
Trinity, B.B.
Wadhams
Woodfords

Offices Not Reporting for July and August, 1941

Aquaforte
Lawn
Little Bay
Winterton

Offices Not Reporting for August and September, 1941

Newmans Cove
Old Shop
Terenceville
Torbay

Offices Not Reporting for July and September, 1941

La Scie
North Bay, B.L.P.
Stephenville
Sunnyside

Offices Not Reporting for July, 1941

Daniels Cove
Island Harbour, Fogo

Offices Not Reporting for August, 1941

Flat Islands, B.B.
Gooseberry Islands,
St. Shotts

Offices Not Reporting for September, 1941

Cartyville
Cooks Harbour
Donovans
Fortune Harbour
Goose Cove
Great Braha
Pools Cove
St. John's G.P.O.
Spencer's Cove

ACCOUNTING

Money Orders Issued on the United States

The following instructions have been issued by the Foreign Exchange Control Board in respect to Money Orders issued on the United States:—

1. Persons desiring to purchase Money Orders payable in the United States must prepare an Application Form for Foreign Exchange, in addition to the ordinary Money Order Application.
2. If, after examining the completed form the Postmaster finds that the rules quoted below have been complied with he should sign the form, place it on file, and issue the Money Order.
3. Completed applications should be forwarded at the end of every Accounting term to the Secretary, Foreign Exchange Control Board, St. John's.

RULES GOVERNING SALE OF U. S. MONEY ORDERS

1. Money Orders for remittance to the United States may be sold only:

   (A) To permanent residents of Newfoundland, United States Base personnel, or members of U. S. Forces serving in Newfoundland.

   (B) To an amount which, together with all other remittances by the same applicant (whether through the Post Office or otherwise) does not exceed $25.00 U.S. in a calendar month.

   Note. The limit of $25.00 U. S. per individual per month is not transferable, i.e., one individual may not purchase Money Orders on behalf of another individual.

   (C) To an amount not in excess of $10.00 U. S. in respect of any one Money Order.

2. **Approved Purposes for Which U. S. Money Orders May Be Issued**

   (1) Money Orders may be issued for payment in the U.S.A. provided that the money is being used in payment for goods which have been or are to be imported into Newfoundland. If the Money Order is to be sent direct to the firm selling the goods no bills or other proof that it is to be used for the purpose stated on the application is required. If the Money Order is being sent to a private individual the remitter must show a receipted bill.

   (2) Payment for personal expenses such as insurance premiums, subscriptions for periodicals, subscriptions to clubs, societies, foreign missions and the like.

(3) Charitable donations such as personal gifts, including birthday, wedding, Christmas or gifts of a similar nature.

In any case of doubt application should be made to the Secretary, Foreign Exchange Control Board, St. John's.

A supply of the necessary forms will be mailed to Postmasters in due course.

POSTAGE STAMPS AND WAR SAVINGS STAMPS

Postmasters are reminded that they must at all times keep sufficient supplies of postage stamps and War Savings Stamps on hand to meet the demands of the Public. Failure to requisition replenishments in good time is a common fault.

If it is found that the credit allocated to their offices is not sufficient for this purpose, they should immediately communicate with the Chief Accountant requesting that the credit be increased.

STOLEN UNITED STATES POSTAL MONEY ORDER FORMS

The following United States Postal Money Order Forms have been reported stolen:—

Carlton, Pa. .... 18349 to 18400 inclusive
Clintwood, Va. .... 109143 to 109147 inclusive
Watova, Okla .... 16908 to 18,000 inclusive

STOLEN CANADIAN POSTAL MONEY ORDER FORMS

The following Canadian Postal Money Order Forms have been reported stolen:—

Palermo, Ont. .... 06143 to 06200

TELEGRAPHS

Correction

Postmasters will please delete Palestine and Transjordon from the list of countries to which Empire press rate is excluded as shown on page 33 of the tariff book.

POST OFFICE CIRCULAR.

THURSDAY, 11th DECEMBER, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are in accordance with Treasury instructions made on an Acting basis. Formal intimation to that effect is no longer made to the individual officers who receive acting promotion.

POST OFFICE CIRCULARS

Postmasters are requested to check their Post Office Circulars to ascertain that there are no Circulars missing. If copies are missing application should be made to the Staff Clerk for frseh copies.

Circulars should be kept in a binder in consecutive order so that easy reference may be made.

BILLS

Postmasters should make sure that when forwarding bills for payment for relief services that the address of the person to whom payment is to be made, is clearly shown. Order numbers (if quoted) and dates between which expenditure was incurred should also be shown. This will avoid undue delay in settlement of account. It is not necessary to forward duplicate bills when forwarded on account of annual leave, sick leave or courier duties.

Bills must be certified by the Postmaster concerned.

Reference is made to the instructions appearing on page 1014 of the Post Office Circular of the 28th August, 1941.

APPOINTMENTS

Tizzard's Harbour ..... Mrs. Nellie Forward to be Postmistress and Telephone Attendant, as from 1st December, 1941.

Summerville ..... Miss Mabel Brennan, to be Postmistress and Telephone Attendant as from the 8th December, 1941.

Kelligrews ..... Miss Sylvia Hibbs to be Postmistress as from the 1st December, 1941.

RESIGNATIONS

Topsail ..... Mr. E. P. Walker, effective 30th November. 1941.

Topsail ..... Mr. V. H. Tilley, Assistant, effective 30th November, 1941.

Topsail ..... Mr. John Moriarty, Assistant, effective 30th November, 1941.

Topsail ..... Mr. George Thomas, Assistant, effective 30th November, 1941.

Topsail ..... Mrs. E. M. Hopkins, Assistant, effective 30th November, 1941.

St. Lawrence ..... Miss Ellen Byrne, Postmistress and Operator, effective 31st December, 1941.

VACANCIES

St. Lawrence ..... Postmaster and Operator. Salary $540.00 per annum. Applications addressed to the Secretary will be received up to the 22nd December, 1941.

MAILS

Undeliverable Parcels

Unnecessary delay occurs at some offices in dealing with undelivered parcels, as a result, applications are received involving work which would have been avoided if the parcels had been promptly treated. Postmasters and their staff should therefore take steps to ensure that undeliverable parcels are dealt with without delay and that they are put in course for return to the sender or are otherwise promptly disposed of in accordance with standing instructions. They must not be allowed to accumulate.

Return of Mail Bags

Postmasters can perform a valuable service to the Department by sending all surplus empty mail bags to the General Post Office, St. John's, without delay.

With the approach of Christmas, this year, more than ever before, every single mail bag is urgently required to carry the enormous quantity of mail which is already flowing into Post Offices.

This is an urgent and final appeal to Postmasters to return empty mail bags to the G.P.O. so that the Department will be able to utilize every available bag to handle the Christmas rush.

Winter Courier Service

From the 1st January, 1942, to the 30th April, 1942, the winter Courier Service in St. Barbe District will be in operation for the period named above.

The Distribution Offices will be Lomond, Bonne Bay, Norris Point, Parsons Pond, Bellburns, Port Au Choix, Brig Bay and Flowers Cove. Mails should be assorted as follows:—

DISTRICT OF ST. BARBE

Name of Settlement	Distribution Office
Anchor Point	Flower's Cove
Bakers Brook	Norris Point
Barr's Harbour	Port Au Choix
Bartlett's Hr.	Port Au Choix
Bear Cove, Bonne Bay	Norris Point
Bear Cove, St. Barbe	Flower's Cove
Bellburns	Bellburns
Belldowns Point	Norris Point
Big Brook	Flower's Cove
Birchy Head	Bonne Bay
Bird Cove	Brig Bay
Black Duck Cove	Brig Bay
Blue Cove	Brig Bay
Broom Point	Norris Point
Brig Bay	Brig Bay
Castor River	Port Au Choix
Chauker's Cove	Flower's Cove
Chamber's Island	Flower's Cove
Chimney Cove	Bonne Bay
Cow Head	Norris Point
Current Island	Brig Bay
Curzon Village	Bonne Bay
Daniel's Harbour	Parsons Pond
Darby's Tickle	Brig Bay
Deadman's Cove	Flower's Cove
Doctor's Brook	Port Au Choix
Eastern Arm	Lomond
Eddy's Cove (West)	Port Au Choix
Eddies Cove	Flower's Cove
Ferrole Point	Port Au Choix
Flower's Cove	Flower's Cove
Forrester's Point	Brig Bay
Four Mile Cove	Flower's Cove
Gad's Harbour	Norris Point
Gargamelle	Port Au Choix
Gengeville	Flower's Cove
Glenbournie	Bonne Bay
Gooseberry Island	Brig Bay
Green Island Brook	Flower's Cove
Green Island Cove	Flower's Cove
Green Point	Norris Point
Hawkes Bay	Bellburns
Kings Cove	Bellburns
Lobster Cove	Norris Point
Lobster Cove Head	Norris Point
Lomond	Lomond

Name of Settlement	Distribution Office
Lower Cove	Flower's Cove
Martin's Point	Norris Point
Mill Cove	Lomond
Mistaken Cove	Flower's Cove
Muddy Brook	Bonne Bay
Nameless Cove	Flower's Cove
Neddies Harbour	Norris Point
New Ferrole	Port Au Choix
Norris Point	Norris Point
Old Port Au Choix	Port Au Choix
Old Ferrole	Brig Bay
Parsons Pond	Parsons Pond
Pigeon Cove	Brig Bay
Pines Cove	Flower's Cove
Plum Point	Brig Bay
Pond Cove	Brig Bay
Point Riche	Port Au Choix
Port Au Choix	Port Au Choix
Portland Creek	Parsons Pond
Port Saunders	Bellburns
Reef's Harbour	Port Au Choix
River of Ponds	Bellburns
Rocky Harbour	Norris Point
St. Barbe Bay	Brig Bay
St. Genevive Bay	Brig Bay
St. John's Island	Port Au Choix
St. John's Bay	Port Au Choix
St. Joseph's Cove	Bonne Bay
St. Paul's	Norris Point
Sally's Cove	Norris Point
Sandy Cove	Flower's Cove
Savage Cove	Flower's Cove
Seal Point	Flower's Cove
Shoal Brook	Bonne Bay
Shoal Cove	Flower's Cove
Shoal Cove West	Port Au Choix
Silver Point	Bonne Bay
Silverton	Bonne Bay
Spirity Cove	Bellburns
Three Mile Rock	Norris Point
Tilt Cove, St. John's B	Port Au Choix
Trout River	Bonne Bay
Wild Cove	Norris Point
Winter House Brook	Bonne Bay
Woody Cove	Norris Point
Woody Point	Bonne Bay

C. O. D. PARCELS

In view of the increase in the number of C.O.D. parcels mailed, it is desirable that every reasonable effort be made to reduce to a minimum the number of instances of loss or misrouting of or damage to these articles. It is believed that this can be accomplished by stressing existing requirements relative to:—

1. Legible and correct addressing.
2. Packing sufficiently adequate to withstand ordinary handling.
3. Proper endorsement of packages containing fragile or perishable matter.
4. Care in handling in Post Offices and in transit to avoid damage to contents.
5. Care in delivery to avoid receipt by other than addressees or their duly authorized agents.

This notice should be brought to the attention of all officials concerned.

TELEGRAPHS

Christmas and New Year Greeting Service

There will be no special rate (fixed texts) greeting service locally, that is, between points within Newfoundland and between Newfoundland and Labrador.

FIXED TEXTS (GTG) messages will be accepted for CANADA and the UNITED STATES, only, rates as follows:—

CANADA—Ontario and points East ..... .65c.
Points west of Ontario ..... .80c.
UNITED STATES—All point ..... .65c.

The above rates include tax.

Fixed Texts of which there are 19 will be the same as last year's and will be found on page 858 of the Post Office Circular of the 28th November, 1940.

Censorship regulations require that signatures of messages must contain the surname of the sender.

Messages will be accounted for according to the date of filing. The filing date but not the time must be transmitted.

The period for the acceptance of GTG messages will be from 9 a.m. December 15th to 6 p.m. January 6th.

Messages of Senders Own Composition

(XLT)

CANADA: Ordinary rates will apply.

UNITED STATES: Messages will be accepted on the basis of fifteen words for .80 cents (includes tax) and .04 certs for each additional word in excess of fifteen.

CENTRAL and SOUTH AMERICAN and any other countries admitting same, at ONE-THIRD of the FULL Ordinary rates with a minimum charge for ten words.

EFM and GLT services may be availed of to countries where the GTG and XLT services are not available, at the usual rates and conditions.

OFFICE HOURS DURING CHRISTMAS SEASON

Offices will re-open at 7 p.m. on the 20th, 22nd, 23rd, 24th, 27th, 29th and 30th December and remain open until released by Head Office.

Christmas Day	9 a.m. to 10 a.m.
Boxing Day	9 a.m. to 12 noon
New Year's Day	9 am. to 10 a.m.

Pages 1077 - 1080

POST OFFICE CIRCULAR.

THURSDAY, 18th DECEMBER, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

I take this opportunity to convey to all officials of the Department of Posts and Telegraphs my own good wishes and those of the Headquarters Staff for a happy and successful Christmas and a prosperous New Year.

J. HAIG-SMITH.

APPOINTMENTS

North Sydney Assorting Office ..... Mr. J. Williams to be temporary Assistant as from the 1st December, 1941.

North Sydney Assorting Office ..... Mr. W. Rose to be temporary Assistant as from the 1st December, 1941

Summerville ....Miss Mabel Brennan to be Postmistress and Telephone Attendant as from the 10th December, 1941.

APPOINTMENTS AND VACANCIES

All appointments during the war are in accordance with Treasury instructions made on an Acting basis. Formal intimation to that effect is no longer made to the individual officers who receive acting promotion.

RESIGNATIONS

Grand Falls ..... Mr. Wilson Bartlett, Carrier-Assistant, effective 15th December, 1941. (Vacancy advertised locally).

Northern Arm .....Mrs. George Crewe, Postmistress and Telephone Attendant, effective 30th November, 1941. (Vacancy advertised locally)

St. John's, Stores Division ..... Mr. George Callanan, Clerk, effective the 3rd December, 1941. (Vacancy not advertised).

Goulds, St. John's West ..... Mrs. Edward Bowe, Postmistress, effective the 8th December, 1941. (Vacancy advertised locally).

ANNUAL LEAVE

In order to grant two weeks annual leave for officials at Telegraph offices in the year 1942, it will be necessary to commence in January or February and continue throughout the year. Officials are advised to accept leave when arranged as no guarantee will be given that leave will be arranged later in the year.

It has been the practice in the past for officials to postpone leave till August or September with the result that, in some cases, leave at that period cannot be granted owing to the shortage of relief officials. It must be appreciated that it is impossible to release all officials during the few summer months in view of the present conditions, which have seriously depleted the available relief staff.

Postmasters are requested to forward the names of relief officials in their vicinity as early as possible and state, if possible, where they have relieved in former years and their qualifications. This will facilitate arrangement for the coming year.

Postmasters at non-telegraph offices are reminded that annual leave of two weeks is granted provided no expense to the Department is incurred and then only if a suitable and competent relief official is left in charge of the office. When making application for leave the Postmaster should give the name of the relief and state if competent.

MAILS

Closing Date of St. John's Mail

Latest posting dates at the St. John's General Post Office, East and West End Branch Post Offices for delivery in the City of St. John's on or before the 24th December, 1941:—

PARCELS, 12 midnight, Friday, the 19th December.

LETTERS, CARDS, etc., 6 p.m. Sunday, the 21st December

Note—To meet the convenience of the public an official will be on duty at the General Post Office up until Midnight on Friday, the 19th, and Saturday, the 20th December, for the purpose of selling postage stamps.

The general public are requested to address all correspondence to street address and number, otherwise Department cannot guarantee delivery before Christmas Day.

Outport Postmasters should arrange to have Christmas mail, for delivery in St. John's, arrive not later than **Saturday, the 20th December.**

WINTER COURIER SERVICES

From the 1st January, 1942, to the 30th April, 1942, the following Winter Courier Services will be in operation for the period named above:—

(1) **Deer Lake to Englee Section**

The distribution offices will be as follows:—Bonne Bay, Lomond, Norris Point, Parsons Pond, Bellburns, Port Aux Choix, Brig Bay, Flowers Cove, Lock's Cove, St. Anthony, Conche papers and parcels. Mails for this section should be routed via Deer Lake.

(2) **McGregor to Englee Section**

The distribution offices will be as follows:—Hampden, Englee letters. Mails for this section should be routed via McGregor.

(3) **Badger to Westport Section**

The distribution offices will be as follows:—Springdale, Pilley's Island, Little Bay Islands, Little Bay, King's Point, Burlington, Nipper's Harbour, Tilt Cove, LaScie, Seal Cove, W.B. Mails for this section should be routed via Badger.

(4) **Bishop's Falls to Botwood, Leading Tickles and Fortune Harbour Section**

The distribution office will be Botwood. Mails for this section should be routed via Bishop's Falls.

Mails for District of White Bay and Nortre Dame Bay North should be assorted during the winter season as shown below:—

Name of Settlement	Office of Distribution
Beachy Cove	Springdale
Beaumont	Pilley's Island
Birchy Cove	King's Point
Bobby's Cove, G.B.	King's Pt.
Bobby's Cove (New B.)	Botwood
Boot Harbour	Springdale
Brighton	Pilley's Island
Brookside	Little Bay
Bumble Bee Bight	Pilley's Island
Bull's Cove	King's Point
Burlington	Burlington
Cape St. John	Tilt Cove
Caplin Cove	Tilt Cove
Card's Harbour	Pilley's Island
Charles Brook	Botwood
Cottrell's Cove	Botwood
Cutwell	Pilley's Island
Dock Cove	Springdale
Fleurries Bight	Fortune Harbour
Fortune Harbour	Fortune Harbour
Glover's Harbour	Botwood
Gull Island	Tilt Cove
Harry's Harbour	King's Point
Head's Harbour	Pilley's Island
Indian Burying Place	Nipper's Harbour
Jackson's Cove	King's Pt.
Jim's Cove	Pilley's Island
King's Cove	King's Pt.
King's Point	King's Pt.
Langdon's Cove	King's Pt.

Name of Settlement	Office of Distribution
Leading Tickles W.	Botwood
Leading Tickles E.	Botwood
Little Bay	Little Bay
Little Bay Islands	Little Bay
Little Ward's Harbour	Little Bay
Locks Harbour	Botwood
Lush's Bight	Pilley's Island
Mansfield Pt.	King's Pt.
Middle Arm, G.B.	Burlington
Miles Cove	Springdale
Moores Cove	Botwood
New Bay	Botwood
Nickey's Nose Cove	King's Point
Nippers Harbour	Nipper's Harbour
Noble's Cove	Little Bay
Paddock's Bight	Springdale
Paradise	Botwood
Pilley's Island	Pilley's Island
Point Leamington	Botwood
Point of Bay	Botwood
Port Anson	Springdale
Quinton's Cove	Pilley's Island
Rattling Brook	King's Point
Robert's Arm	Springdale
Rouge's Harbour	Nipper's Harbour
Round Harbour, G.B.	Tilt Cove
Rowsell's Cove	Botwood
St. Augustine	Pilley's Island
St. Patrick's	Little Bay
Shoal Arm	Little Bay
Shoe Cove	Tilt Cove
Shoe Cove Bight	Tilt Cove
Shoe Cove Brook	Tilt Cove
Silverdale	King's Point
Snook's Arm	Tilt Cove
South East Arm	Botwood
Southern Arm	Little Bay
South Brook	Springdale
Spencer's Cove	Botwood
Springdale	Springdale
Stocking Harbour	Nippers Harbour
Three Arms	King's Point
Triton East	Pilley's Island
Triton West	Pilley's Island
Tilt Cove	Tilt Cove
Waldrons Cove	Fortune Harbour
Ward's Harbour	Pilley's Island
Wellman's Cove	Springdale
Wild Bight, G.B.	Little Bay
Winterhouse Cove	Botwood
Woodford's Cove	Little Bay

DISTRICT OF WHITE BAY

Back Cove	Seal Cove
Back Goose Cove	Lock's Cove
Baie Verte	Burlington
Beaches	Hampden
Bear Cove	Seal Cove
Big Cove	Seal Cove
Boat Harbour	Flowers Cove
Brent's Cove	LaScie
Brown's Cove	Hampden
Burton's Cove	Hampden
Canada Bay (Letters)	Hampden
Canada Bay (Papers and Parcels)	Conche
Canada Hr. (Letters)	Hampden
Canada Harbour (Papers and Parcels)	Conche
Cape Bauld	St. Anthony
Cape Norman	Flowers Cove
Cape Onion	St. Anthony
Cat Cove	Hampden
Coachman Cove	Burlington
Conche (Letters)	Englee
Conche (Papers and Parcels)	Conche
Coney Arm	Hampden
Cook's Harbour	Flower's Cove
Croque (Letters)	Englee
Croque (Papers and Parcels)	Lock's Cove
Crouse (Letters)	Englee
Crouse (Papers and Parcels)	Lock's Cove
Englee (Letters)	Englee
Englee (Papers and Parcels)	Conche
Fishot (Letters	Englee
Fishot (Papers and Parcels)	Lock's Cove
Fleur De Lye	Burlington
George's Cove	Hampden
Gold Cove	Hampden
Goose Cove	Locks Cove
Granby Island	Seal Cove
Grandois (Letters)	Englee
Grandois (Papers and Parcels)	Locks Cove
Great Braha	St. Anthony
Griquet	St. Anthony
Groais Islds. (Letters)	Englee
Groais Islands (Papers and Parcels)	Conche
Hampden	Hampden
Hannah's Cove	Hampden
Hr. Deep	Hampden
Harbour Round	La Scie
Hauling Pt.	Seal Cove
Hay Cove	St. Anthony
Hooping Hr.	Hampden
Horse Island	LaScie
Ireland Bight	Lock's Cove

Name of Settlement	Office of Distribution
Jackson's Arm	Hampden
Lanse au Meadow	St. Anthony
L'Anse au Pigeon	St. Anthony
La Scie	LaScie
Little Breha	St. Anthony
Little Harbour Deep	Hampden
Lobster Harbour	Seal Cove
Lock's Cove	Lock's Cove
Main Brook	Lock's Cove
Middle Arm, W.B.	Seal Cove
Noddy Bay	St. Anthony
Pacquet	Nipper's Harbour
Pilars Bight (Letters)	Englee
Pillars Bight (Papers and Parcels)	Lock's Cove
Pound Cove, W.B.	Seal Cove
Pumbley Cove	Seal Cove
Purbeck Cove	Seal Cove
Quirpon	St. Anthony
Raleigh	St. Anthony
Roddickton (Papers and Parcels)	Conche
Roddickton (Letters)	Englee
St. Anthony	St. Anthony
St. Anthony Bight	St. Anthony
St. Barbe Isld. W.B.	La Scie
St. Carol's	St. Anthony
St. George's Cove	Hampden
St. Juliens (Letters)	Englee
St. Juliens (Papers and Parcels)	Conche
St. Lunaire	St. Anthony
Seal Cove, W.B.	Seal Cove
Sop's Arm	Hampden
Sops Island	Hampden
Spillers Cove	St. Anthony
Stuckless Cove	Seal Cove
Western Arm, W.B.	Seal Cove
Westport	Seal Cove
Wild Bight (Cook's Hr.	Flowers Cove
Wild Cove, W.B.	Seal Cove
Wild Cove (Canada B.)	Hampden
Williamsport	Hampden
Woodstock	Nipper's Harbour

RATE OF POSTAGE

The postage on Christmas cards, unsealed, is two cents (.02c).

TELEGRAPHS

Equipment

Due to a shortage of telephones and other material and the impossibility of replacing stocks under present conditions, Postmasters should inform persons enquiring for private telephones that no additional installation of this nature can be made until further notice.

Telegrams for Middle East Force

The GLT service will not be available for telegrams addressed to members of the Middle East Force, **with no place of destination.**

The EFM service may be availed of for such telegrams.

November Telegraph Traffic

	1940	1941	Increase
Paid Telegrams (included priority)	45,620	61,628	16,008
Priority	3,822	7,400	3,578
Phono-telegrams	1,375	1,683	308
Total paid traffic	46,995	63,311	16,316
Deadhead and service messages	6,974	8,665	1,691
Telegram equivalent Public Despatch	3,750	4,660	940
Total traffic	57,689	76,636	18,947

DECEMBER SALARIES AND PENSIONS

Cheques in payment of December salaries and pensions will be issued on the 16th December instead of the last day of the month. In the case of certain Outports, where the mail connections from St. John's are infrequent, cheques will be issued before the 16th.

POST OFFICE CIRCULAR.

THURSDAY, 25th DECEMBER, 1941

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS

Goulds, St. John's West ..... Mrs. William O'Rielly to be Postmistress as from the 15th December, 1941.

Upper Gullies ..... Mrs. S. Coates whose resignation was to become effective on the 15th October, has withdrawn her resignation and has been re-appointed as from the 16th October, 1941.

RESIGNATIONS

Kelligrews .... Miss Anne Hibbs, Postmistress, effective the 30th November, 1941.

St. Anthony ..... Mr. Russell Suley, Seaasonal Messenger, effective the 31st December, 1941.

APPOINTMENTS AND VACANCIES

All appointments during the war are in accordance with Treasury instructions made on an Acting basis. Formal intimation to that effect is no longer made to the individual officers who receive acting promotion.

BILLS

In spite of repeated instructions to the contrary, bills are received for payment for relief services, etc., without being certified by the official in charge.

Postmasters will please take notice that all bills must be certified before payment can be made.

MAILS

Parcels for H. M. Forces and Ships Overseas

Reduction in Postage Rates

On and after the 2nd January, 1942, the postage rates on parcels addressed to members of H. M. land and Air Forces, and Logging Units, serving overseas and H. M. Ships, care G.P.O., London, will be reduced as follows:—

3 lbs. or fraction thereof	30c. instead of 40c.
From 3 lbs. up to and including 7 lbss.	50c. instead of 60c.
From 7 lbs. up to and including 11 lbs.	80c. instead of 90c.
From 11 lbs. up to and including, 22 lbs.	1.60 instead of 1.70

The necessary corrections should be made in these rates as shewn at page 9 of the Rate Book issued to all offices in July last, and a notice for the public shewing the new rates, placed on the Office Notice Board.

WINTER COURIER SERVICE

From the 1st January, 1942, to the 30th April, 1942, the following Winter Courier Services will be in operation for the period named above:—

(1) **Notre Dame Bay South and Fogo District Section**

The distribution offices will be as follows:—Lewisporte Railway, Loon Bay, Campbellton, Exploits, Moreton's Harbour, Twillingate, Herring Neck, Change Islands, Fogo, Joe Batt's Arm, Seldom-Come-By, Gander Bay–Carmanville, Musgrave Harbour. Mails for this section should be routed via Lewisporte.

(2) **Bonavista Bay North Section**

The distribution offices will be as follows:—Hare Bay, Trinity, Wareham, Fair Islands, Safe Harbour, Badger's Quay, Wesleyville, Newtown, Greenspond, Lumsden. Mails for this section should be routed via Gambo.

(3) **Bonavista Bay Centre Section**

The distribution offices will be as follows:—Glovertown, Traytown, Eastport, Salvage, Flat Islands, St. Brendan's. Mails for this section should be routed via Alexander Bay Station.

Mails for Notre Dame Bay South, Fogo District, Bonavista Bay North and Bonavista Bay Centre sections should be assorted during the period the Winter Courier Services are in operation as follows:—

NOTRE DAME BAY SOUTH

Name of Settlement	Distribution Office
Baccalhoa	Herring Neck
Back Harbour	Twillingate
Beaverton	Lewisporte Railway
Black Buck Cove	Twillingate
Birchy Bay	Loon Bay
Black Island	Exploits
Black Island (Friday's Bay)	Lewisporte
Bluff Head Cove	Twillingate
Boyd's Cove	Lewisporte Railway
Bridgeport	Moreton's Hr.
Bridger's Cove	Lewisporte Rly.
Brown's Arm	Lewisporte
Burnt Arm	Norris Arm
Burnt Cove	Lewisporte Rly.
Burnt Island Tickle	Twillingate
Campbellton	Campbellton
Carter's Cove	Lewisporte Rly.
Chanceport	Lewisporte Rly.
Cobb's Arm	Herring Neck
Comfort Cove	Lewisporte Rly.
Cottles Island	Lewisporte Rly.
Cow Head	Twillingate
Dog Bay West	Lewisporte Rly.
Durrell's Arm	Twillingate
Emberley's Pond	Lewisporte Rly.
Embree	Lewisporte
Exploits	Exploits
Fairbank	Lewisporte Rly.
Gilesporte	Twillingate
Gillard's Cove	Twillingate
Green's Cove	Herring Neck
Hart's Cove	Twillingate
Hatchet Harbour	Herring Neck
Hayward's Cove	Moreton's Hr.
Hillgrade	Lewisporte Rly.
Hilliard's Cove	Twilingate
Indian Cove	Herring Neck
Indian Point	Botwood
Jerkin's Cove	Twillingate
Kettle Cove	Twillingate
Lord's Arm	Lewisporte
Laurenceton	Norris Arm
Little Burnt Bay	Lewisporte
Little Harbour	Twillingate
Little Rattling Brook	Norris Arm
Lobster Harbour	Herring Neck
Long Point	Twillingate
Loon Bay	Loon Bay
Luke's Arm	Lewisporte Rly.
Manuel's Cove	Twillingate
Mason's Cove	Lewisporte
Merritt's Hr.	Herring Neck
Michael's Hr.	Campbellton
Moreton's Hr.	Moreton's Hr.
Newstead	Lewisporte Rly.
Northern Arm	Botwood
Paradise	Twillingate
Peter's Arm	Botwood
Pike's Arm	Herring Neck
Phillip's Head	Botwood
Port Albert	Lewisporte Rly.
Porterville	Lewisporte
Ragged Point	Twillingate
Purcell's Harbour	Twillingate
Robins Cove	Twillingate

Name of Settlement	Distribution Office
Salt Hr. Island	Herring Neck
Salt Pans	Lewisporte Rly.
Salt Pond	Lewisporte
Samson's Island	Exploits
Sandy Cove	Twillingate
Sandy Point	Norris Arm
Seal Cove, Friday's B.	Lewisporte Rly.
Ship's Island	Herring Neck
Smooth Cove	Twillingate
Stanhope	Lewisporte
Strang's Island	Lewisporte Rly.
Summerford	Lewisporte Rly.
Sunnyside	Herring Neck
Swan Hr.	Exploits
Tilt Cove, Friday's Bay	Lewisporte Rly.
Tizzard's Harbour	Moreton's Hr.
Too Good Arm	Herring Neck
Trump Island	Moreton's Hr.
Turtle Creek	Lewisporte Rly.
Virgin Arm	Lewisporte Rly.
Western Arm	Moreton's Hr.
Whale's Gulch	Moreton's Hr.
Wild Cove	Twilingate

FOGO DISTRICT

Alder Hr.	Carmanville
Anchor Brook	Musgrave Hr.
Barr'd Island	Joe Batt's Arm
Beaver Cove (Gander Bay)	Gander Bay
Cann Island	Seldom-Come-By
Cape Cove	Fogo
Carmanville	Carmanville
Change Islands	Change Islands
Clarke's Head	Gander Bay
Deadman's Bay	Lumsden
Doting Cove	Musgrave Hr.
Eastern Cove	Fogo
Eastern Tickle	Fogo
Fogo	Fogo
Frederickton	Gander Bay
Gander Bay	Gander Bay
Hare Bay	Fogo
Horwood	Lewisporte Rly.
Indian Islands	Seldom-Come-By
Island Cove (Gander Bay)	Lewisporte Rly.
Island Hr., Fogo	Lewisporte Rly.
Joe Batt's Arm	Joe Batt's Arm
Ladle Cove	Carmanville
Lions Den	Fogo
Little Fogo Island	Fogo
Little Seldom	Seldom Come By
Lock's Cove	Fogo
Lumsden North	Lumsden
Lumsden South	Lumsden
Main Point	Gander Bay
Mann Point	Gander Bay
Musgrave Hr.	Musgrave Hr.
Noggins Cove	Carmanville
Oliver's Cove	Fogo
Peckford's Island	Musgrave Hr.
Penquin Islands	Musgrave Hr.
Perry's Island	Seldom-Come-By
Ragged Hr.	Musgrave Harbour
Rodgers Cove	Lewisporte Rly.
Sandy Cove	Fogo
Sargent's Cove	Fogo
Seldom Come By	Seldom-Come-By
Shoal Bay	Fogo
Stag Hr.	Seldom-Come By
Tilting	Fogo
Tim's Hr.	Lewisporte Rly.
Two Mile Point	Lewisporte Rly.
Victoria Cove	Lewisporte Rly.
Wadham Islands	Musgrave Hr.
Wild Cove	Seldom Come By
Wings Point	Gander Bay

BONAVISTA BAY NORTH AND CENTRE

Angle Brook	Glovertown
Badger's Quay	Badger's Quay
Barrow's Hr.	Salvage
Bishop's Hr.	Salvage
Bloomclose	Salvage
Bragg's Island	Fair Island
Brookfield	Brookfield
Bunyan's Cove	Port Blandford
Burnside	Eastport
Burnt Island	Fair Island
Cabot Island	Newtown
Cape Cove	Newtown
Cape Freels	Newtown
Charlottetown	Port Blandford
Clay Cove	St. Brendan's
Coward's Island	Flat Islands
Cross Cove	Badger's Quay
Cull's Hr.	Traytown
Dark Cove, Gambo	Gambo
Dark Cove, Salvage	Salvage
Deer Island	Fair Island
Dock Cove	St. Brendan's
Eastport	Eastport
Fair Island	Fair Island
Flat Island	Flat Island
Gambo	Gambo
Glovertown	Glovertown
Gooseberry Island	St. Brendan's
Green's Island	Fair Island
Greenspond	Greenspond
Happy Adventure	Eastport
Hare Bay	Hare Bay

Name of Settlement	Distribution Office
Hayward's Cove	St. Brendan's
Hermit Cove	Safe Harbour
Hollett's Cove	Eastport
Indian Bay	Wareham
Little Denier	Salvage
Middle Brook	Gambo
Newell's Island	Greenspond
Newport	Safe Harbour
Newtown	Newtown
Northern Cove	Newtown
North Island	Flat Island
North West Arm	Wareham
Paul's Island	Fair Island
Penney's Cove	St. Brendan's
Pinchard's Island	Newtown
Pool's Island	Badger's Quay
Port Nelson	Safe Harbuor
Pound Cove	Wesleyville
Puffin Island	Greenspond
Rosedale	Glovertown
Round Harbour	Wareham
St. Brendans	St. Brendan's
St. Chad's	Eastport
Safe Harbour	Safe Harbour
Sailor's Island	Salvage
Salvage	Salvage
Sandy Cove	Eastport
Saunder's Cove	Glovertown
Shalloway Cove	St. Brendan's
Shambler's Cove	Safe Harbour
Ship Island	Greenspond
Silver Fox Island	Fair Island
Silver Hare Island	Fair Island
South West Arm	Safe Harbour
South West Island	Badger's Quay
Sydney Cove	Safe Harbour
Templeman	Wesleyville
Tinker's Island	Badger's Quay
Traytown	Traytown
Trinity, B.B.	Trinity, B.B.
Valleyfiled	Badger's Quay
Wareham	Wareham
Wellington	Hare Bay
Wesleyville	Wesleyville
Wild Cove	Salvage
Wing's Island	Greenspond

TELEGRAPHS

Telegraph Qualifications Essential

The following is an extra from Secretary's Circular, No. 62, October 8th, 1935:—

"It is essential that each official at an outport Post Office shall become proficient in every duty performed at his or her office.

"It is not only necessary for an official possessing knowledge of Telegraphy to be proficient in all forms of Postal work (including Accounts and Counter Work, etc.), but it is equally essential that an official able to perform this Postal work shall spare no effort to become proficient in Telegraphy where telegraph facilities are provided."

STOLEN U. S. POSTAL MONEY ORDER FORMS

The following United States Postal Money Order Forms have been reported stolen:—

Carlton, Pa.	18,349 to 18,400 inclusive
Hylton, Ky.	11,984 to 11,994 inclusive
Mountaintop, Pa.	115.401 to 115.600 inclusive
San Francisco (Sta. 10)	95.640 to 95,800 inclusive

Ref. HE 6530.6 N43 1941

Title - Titre
Newfoundland Post Office
Circular 1941

Name of Borrower	Nom de l'emprunteur	Date due Date d'échéance

GretagMacbeth™ ColorChecker Color Rendition Chart